

MINUTES
AGA Chapter Executive Committee
October 1, 2015

Submitted by Donna Jewell, Chapter Secretary

The chapter Executive Committee for the Nashville chapter met on Thursday, October 1, 2015, in the 16th floor Training Room of the James K. Polk State Office Building.

Present: Penny Austin, President; Michelle Earhart, Immediate Past President; Angela McElrath-Prosser, President-Elect; Katie Armstrong, Treasurer; Donna Jewell, Secretary; Charlotte Gentry, Membership Co-chair; Pamela Marks, Community Service Co-Chair; Emily Gray, Community Service Co-Chair; Rachelle Cabading, Education Co-Chair; Anna Nickell, Education Co-Chair; Debi Moss, Program Co-Chair; Scarlet Sneed, Meetings Co-Chair; John Dunne, Meetings Co-Chair; Nathan Abbott, Web Co-Chair; Eddie D'Ovidio, Finance Co-Chair; Karen Hale, Communication Chair; Jennifer Whitsel, Corporate Sponsorship Chair

Call to Order

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

Minutes

Penny asked if there were any changes to the minutes. Donna reported that an error in the title had been corrected. Charlotte motioned that the minutes be approved. Debi seconded the motion. The minutes were approved.

Reports from Officers and Committees

President

Penny reported that Chas Taplin has accepted the position of Regional Coordinator for Education.

Immediate Past President

Michelle reported that The Annual History Report had been submitted to the National Organization by the September 30th deadline. It is also on the website.

President-Elect

Angela has updated the Chapter Recognition Points in preparation for the September 30th deadline. The points are as follows:

Our Current Standings as of 09/30/15:

<u>Chapter Recognition Section</u>	<u>Points</u>	<u>Maximum</u>	<u>Percentage</u>
Chapter Leadership, Planning & Participation	2250	3,000	75%
Education & Professional Development	1100	4,000	28%
Certification	200	4,000	5%
Communications	1100	3,000	37%
Membership	1550	4,000	39%
Accountability	450	2,000	23%
Community Service	2000	2,000	100%
Awards	0	1,000	0%

Totals 8,650 23,000 38%

Treasurer

Katie provided financial statements earlier in the day and asked if anyone had questions. No one did.

She also reported that the pre-2013 accounts receivable for \$394 was reviewed. She and others were able to look into some of these amounts. At least two of them were Winter Seminar invoices for employees of the Department of Health. Based on discussions with the one of the employees, it appears that a warrant was issued by the Department and, more than likely, it was posted incorrectly in our records. As a result, it does not appear that we have sufficient documentation to try to collect these receivables now. After discussing the possible ways in which to write these old accounts off, Donna moved that the \$394 be written off. Charlotte seconded the motion and the motion carried.

Secretary

Donna had nothing to report

Accountability Outreach

Gerry Boaz was not present and had nothing to report. However, Penny reported that Gerry has set the dates for the Regional Professional Development Training. It will be held at the Opryland Resort on March 29 – 30, 2016.

Awards

Jeff Hughes was not present, but asked that we be reminded that Winter Award nominations are due no later than November 20th. As a result, please send him nominations as soon as possible. The awards available for nomination are as follows:

Award	Sector	Description
Andy Bar Award	Private	The award recognizes the cumulative achievements of private sector individuals who throughout their career have served as a role model for others and who have consistently exhibited the highest personal and professional standards.
Distinguished Federal Leadership Award	Federal (Elected)	The award recognizes individuals in either the legislative or executive branch that have enhanced government financial management because of their tireless service.
Distinguished Local Government Leadership Award	Local	The award recognizes the outstanding leadership of individuals in local government that led to improved financial management practices, policies, systems or operations, and who consistently exhibited the highest personal and professional standards
Elmer Staats Award	Federal	The award recognizes the cumulative achievements of federal professionals who throughout their career have served as a role model for others and who have consistently exhibited the highest personal and professional standards.

Excellence in Government Leadership Award	State or Local	The award recognizes the cumulative achievements of a state or local government professional who throughout his/her public career has served as a role model for others and has consistently exhibited the highest personal and professional standards.
Private Sector Financial Excellence Award	Private	The award recognizes the cumulative achievements of a private sector professional who has served as a role model for others and has consistently exhibited personal and professional standards.
William R. Snodgrass Distinguished Leadership Award	State	The award recognizes the outstanding leadership of individuals in state government that led to improved financial management practices, policies, systems or operations and consistently exhibited the highest personal and professional standards.

CGFM

Michael Winston was not present, but Debi presented his agenda items. Study guides are available to be borrowed by members. A drawing for the test subsidies will be held at the November meeting. Members who want to be included should email Michael by October 31st. Four subsidies (one for all three exams; three for one exam each) are available. Currently, two people have signed up for the drawing.

There was some discussion as to when the subsidies would expire. Previous subsidies expired after one calendar year, but there had been discussion about letting them expire with the program year. Debi indicated that she would ask Michael.

Michael also needs someone to make an announcement regarding the drawing. Rachelle volunteered to make it since she will already be making announcements for Education.

Rachelle suggested that Debi ask Michael to provide a powerpoint slide with the details that can be running at the beginning of the meeting. Debi and Emily indicated that they will prepare something.

Rachelle also asked if anyone could help get the CPE forms ready from the last meeting. Nathan indicated that he could help.

Communication

Karen asked that each committee send her relevant information for inclusion in the newsletter. The deadline for the next newsletter is October 9th. Anna agreed to submit her bio for this month's member spotlight; Rachelle will be next month's featured member.

Community Service

Emily reported that Hands On Nashville Day was a success.

This month's community service project is the Jean Crowe Advocacy Center. Donations of supplies and toys will be collected at the meeting and after the meeting. Bijah Mehta will be at the meeting to explain what the center does and will also provide a list of most-needed items.

The Habitat for Humanity project will be on October 31, 2015, at the Hallmark Subdivision in Antioch. David Lannom will be the contact person for that event. Already five people have registered.

Pamela stated that the November meeting will include Thistle Farms. Pamela will work with John and the contacts at the DoubleTree to determine if/how Thistle Farms could sell its goods at the meeting. Very rarely, if ever, are groups allowed to come into the hotel and sell items on-site. Discussion followed regarding possibilities of Thistle Farms bringing in an array of products with on-line ordering to follow, ordering products at the November meeting to be delivered at the December meeting, etc. Pamela and John will discuss the options with the DoubleTree and report back what is possible.

Corporate Sponsorship

Jennifer indicated that she can now start working in earnest on corporate sponsorship since dates for the Regional PDT have been announced. She asked Rachelle for dates for the Winter Seminar and those have been tentatively scheduled for either January 12 – 13, 2016, or January 13 – 14, 2016.

Charlotte mentioned that there may be opportunities from the national corporate sponsors. She specifically mentioned that Tim Carpenter of Becker has mentioned that his organization will provide unlimited access to their library of CPE if a member's organization pays \$100 per person. There may be other benefits available that we should investigate.

Early Careers

Alicia Reynolds was not present and had nothing to report.

Education

Rachelle stated that we have already had two web conferences. The one on Cybersecurity had 56 attendees; the one on Human Capital, 28 attendees. The next web conference will be on October 21st on Fraud Prevention, which is typically a topic that is well-attended.

For the Fall Breakfast, the committee is tentatively looking at the Comptroller's Video Conference Room on the 16th floor of the Polk Building for November 17th, with Puckett's as the caterer.

Debi asked if the Tennessee Tower had been considered a possibility for either the Fall Breakfast or the Winter Seminar. Rachelle indicated that she had asked about it in the last few weeks, but the fees for non-profits had not been ironed out. Debi may look into it to see what can be done.

The committee has also looked at the AT&T Building for the Winter Seminar. The fee for that location would be \$600 per day plus insurance. They have not finalized details with that building, but are close.

Finance

Eddie reported that Alex Warns and one other person would be collecting funds at the October 5th meeting.

Meetings and Attendance

John reported that we would be meeting in the Tennessee Room this month. The meal will be pasta this month.

We discussed if there had been any complaints regarding the new menu. There seem to have been very few. Scarlet reported that those who arrive earlier to the meetings may have a better selection on the months in which we have sandwiches. When one particular tray of sandwiches is depleted, it is not refilled.

Scarlet also reported that we currently have 90 signed up for the meeting on Monday. She also reminded the committee that standing reservations do not carry over from year to year. If we have not signed up again this year, they do not have our standing reservation. If there are questions as to whether a member is on the standing reservation list for this year, that list is on the website and may be accessed by any member.

Scarlet reported that our first meeting had 103 present, including 12 first-time guests and 5 using certificates for a free lunch. Of those present, 26 also used PayPal. Only two had to be billed. Of those two, one used PayPal and the other will pay at the meeting on Monday.

Membership

Charlotte stated that our goal is to have 400 members by 1/1/16. Our current membership is 371 counted members including 12 new members since May 1, and 379 total members including 12 new paying members and 8 gratis E-members. E-members were given memberships during the PDT, but because they don't pay for their first year, they are not counted or reported as members by National in our reports. However, they are entitled to be involved and treated as members. They simply agreed to receive everything electronically. They will be sent renewal notices and are considered paid through this program year. They are all, except for one, Early Career or Young Professional qualified. They are: Jonathan Craycraft, Brittany Evans, Jeffery Kelly, Sam Osborn, Alicia Scott, Chase Tramel, Jafar Ware, Lauren Watson, and Ashley Williams.

Michelle asked that Charlotte ensure that Alicia and the Early Careers Committee knows about the E-members and has their contact information.

Charlotte also requested table space at lunch registration for membership materials, and that the AGA/CGFM video be played at the lunches.

The Member Services webpage has been updated with this year's recruitment incentives. The AGA website is the focal point for members who may not attend the monthly luncheons and should be as kept as up-to-date as possible.

Penny indicated that she will send out an email to the entire membership requesting that those interested sign up for the GoogleGroups email listing.

Currently, contest for sponsoring the most new members between May and December has a five-way tie (each has sponsored one member).

Program

Debi reported that the October 5th meeting will be for continuing education. Dean Kinsman will be speaking on cyber security. The speaker will require a laptop and projector, but will not need audio.

Website

Nathan asked that we send website updates to him and Dan. He also said that if the updates were not made timely, a reminder might be helpful.

Charlotte asked if committee chair names could be added to the leadership page. Nathan stated that the entire committee had been listed on the website in the past, but it had become too cumbersome to maintain since some committees' rosters changed frequently. Michelle pointed out that the chairs are listed in the newsletter. Nathan would be willing to include committee chairs on the leadership page of the website again.

Details for Next Chapter Meeting on October 5, 2015

- ❖ Invocation: Jerry Durham

- ❖ Head Table: Penny Austin
Dean Kinsman, Speaker
Bijal Mehta, Jean Crowe Advocacy Center
Rachelle Cabading
Pamela Marks
Anna Nickell

- ❖ Introduction of Speaker: Anna Nickell

- ❖ Collecting funds: Alex Warns
TBD

As there was no other business, Penny adjourned the meeting at 12:33.

Next CEC meeting: October 29, 2015