

**MINUTES**  
**AGA Chapter Executive Committee**  
**October 29, 2015**

*Submitted by Donna Jewell, Chapter Secretary*

The chapter Executive Committee for the Nashville chapter met on Thursday, October 29, 2015, in the 16<sup>th</sup> 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; Donna Jewell, Secretary; Gerry Boaz, Accountability Outreach Chair; Michael Winston, CGFM Chair; Karen Hale, Communication Chair; Pamela Marks, Community Service Co-Chair; Jennifer Whitsel, Corporate Sponsorship Chair; Alicia Reynolds, Early Careers Chair; Anna Nickell, Education Co-Chair; Alex Warns, Finance Co-Chair; Scarlet Sneed, Meetings Co-Chair; Bridget Carver, Membership Co-Chair; Charlotte Gentry, Membership Co-chair; Nathan Abbott, Web Co-Chair

**Call to Order**

Penny called the meeting to order at 11:21 a.m.

**Minutes**

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

**Reports from Officers and Committees**

**Immediate Past President**

Michelle has organized the ByLaws Ad Hoc Committee. Those who will serve along with Michelle will include Melissa Boaz, Phil Carr, Ann Collett, Shirley Henry, and Mary Anne Queen. The deadline for any revisions to the Bylaws to be submitted to the National Organization is May 31<sup>st</sup>. Although the general membership does not have to approve any changes, Michelle hopes to have the revisions to the CEC by February or April.

**President-Elect**

Angela has updated the Chapter Recognition Points:

**Our Current Standings as of 10/26/15:**

<u>Chapter Recognition Section</u>	<u>Points</u>	<u>Maximum</u>	<u>Percentage</u>
Chapter Leadership, Planning & Participation	2675	3,000	89%
Education & Professional Development	1650	4,000	41%
Certification	450	4,000	11%
Communications	2000	3,000	67%
Membership	2600	4,000	65%
Accountability	700	2,000	35%
Community Service	2400	2,000	120%
Awards	0	1,000	0%
<b>Totals</b>	<b>12,475</b>	<b>23,000</b>	<b>54%</b>

### **Treasurer**

Although Katie Armstrong was not present, she had provided financial statements earlier in the day. Penny stated anyone with questions about the financial statements should contact Katie.

### **Secretary**

Donna had nothing to report

### **Accountability Outreach**

Gerry reported on the upcoming Regional Professional Development Training. The conference will be on March 29 - 30 at the Gaylord Opryland Resort and Convention Center in Nashville. He, Scarlet and Bridget had recently toured the resort for possible meeting locations. Gerry stated that only one room will be needed since we are not planning to have breakout sessions. We will also be hosting a hospitality suite in the resort. A Conference Executive Committee meeting has been scheduled for November 16<sup>th</sup>. Gerry asked for volunteers. Charlotte asked if Gerry will be announcing the Training and the need for volunteers at Monday's meeting. He answered that he would. The current idea for the theme is "Envisioning the Opportunities."

### **Awards**

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

<b>Award</b>	<b>Sector</b>	<b>Description</b>
<b>Andy Bar Award</b>	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.
<b>Distinguished Federal Leadership Award</b>	Federal (Elected)	The award recognizes individuals in either the legislative or executive branch that have enhanced government financial management because of their tireless service.
<b>Distinguished Local Government Leadership Award</b>	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
<b>Elmer Staats Award</b>	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.
<b>Excellence in Government Leadership Award</b>	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.

<b>Private Sector Financial Excellence Award</b>	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.
<b>William R. Snodgrass Distinguished Leadership Award</b>	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.

Penny mentioned a conversation that she and Jeff had recently. If no new nominations are received, we may nominate those who were nominated in the past, but who did not win.

### **CGFM**

Michael thanked everyone for their well wishes in light of his mother's recent illness. The deadline for the CGFM Subsidy is Friday, October 30<sup>th</sup>. Michael sent out a reminder via the AGA Google Group. Twenty people are now on the list to be included in the drawing. Penny will assist Michael with the drawing at Monday's meeting.

We also have two new CGFMs in our chapter. Keith Isbell and Regina Dobbins, both from State Audit, have passed the exam. They will also be recognized at Monday's meeting.

### **Communication**

Karen asked that each committee send her relevant information for inclusion in the newsletter. The deadline for the next newsletter is November 6<sup>th</sup>. Rachele Cabading had previously agreed to submit her bio for this month's (November) member spotlight; Angela will be next month's featured member.

Karen also reminded us that any newsletter submissions should have the subject "Newsletter."

### **Community Service**

Pamela reminded us of Saturday's Habitat for Humanity Build. Anyone interested should contact David Lannom.

This month's community service project is Thistle Farms, who will be able to display some of their available products at the November meeting.

Another November community service opportunity will be the Hats, Coats, and Gloves Drive. Scarlet Sneed will be the main sponsor for that opportunity and asked anyone willing to host a drop site to email location information to her. Charlotte volunteered in the Tennessee Tower; Angela volunteered at the Library; and Pamela volunteered for the Howard Office Building.

### **Corporate Sponsorship**

Jennifer indicated that she has contacted potential sponsors and is hoping to start receiving information.

## **Early Careers**

Alicia asked how she could obtain a listing of early careers members. Charlotte will send her a membership listing that should include that information.

## **Education**

Anna reported that the late October webinar was well-attended. The next webinar will be November 4<sup>th</sup> on the OMB Uniform Guidance: Impact on the Grant Community.

The Fall Breakfast will be held in the Comptroller's Video Conference Room on the 16<sup>th</sup> floor of the Polk Building on November 17<sup>th</sup>. Puckett's will cater.

The committee is still working on the location for the Winter Seminar. The current tentative dates are January 13 – 14. They are still looking at the AT&T Building; however, that venue requires an insurance policy that has been difficult to obtain. Gerry asked about the Tennessee Room. Anna reported that, while that venue may start taking reservations soon, they do not have a pricing policy in place yet.

## **Finance**

Alex reported that he and Eddie D'Ovidio have started working on the tax return and it should be submitted prior to the November 15<sup>th</sup> deadline.

Anna asked who might be able to collect funds at the Fall Breakfast. Scarlet recommended members of the Finance Committee who plan on attending the breakfast.

## **Meetings and Attendance**

Scarlet gave a recap of the October Meeting. Actual attendance was 100, with 9 first-time guests. One free lunch certificate was used and 28 paid via PayPal. Only one person did not show up for the meeting, but had already paid using PayPal. As a result, no further collection efforts are required.

For the November meeting, we currently have 89 people signed up. The meeting currently is scheduled to be held in the Cumberland South Room, and they have arranged for tables for the Thistle Farm representatives to display some of their products.

The menu will be sandwiches this month. Scarlet reminded us that early arrivals will have a better selection of sandwiches.

## **Membership**

Charlotte stated that our goal is to have 400 members by 1/1/16. Our current membership is 373 counted members including 15 new members since May 1, and 381 total members including 8 E-members. We currently have 26 suspended members. Charlotte provided a list of those suspended members and asked that we let her know if they have retired, moved away, etc.

Charlotte also requested table space at lunch registration for membership materials, and that the AGA/CGFM video be played at the lunches. Nathan stated that it is very hard to play the video unless it has already been downloaded to a CD. Charlotte said that Rusty Lacy had requested a download of the video. In light of Rusty's retirement, it may be difficult to track the video down. However, Nathan and Michael believed they could find the copy used in the past. If they cannot, they will notify Charlotte. The membership

material display and video count as points for the National Membership Committee score.

### **Program**

No one from the Program Committee was present. However, Penny reported that the needs of the speaker had already been turned over to Nathan. Michael indicated that Debi Moss would be introducing the speaker.

### **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.

Michelle asked if the audio conferences that the chapter has already agreed to host might be added to the Education page of the website. Anna agreed to provide Nathan with that information.

Gerry also asked for Nathan's help with the Regional website as well.

### **Details for Next Chapter Meeting on November 2, 2015**

- ❖ Invocation: Nathan Abbott
- ❖ Head Table: Penny Austin  
Greg Adams, Speaker  
Debi Moss  
Michael Winston  
2 Thistle Farms representatives
- ❖ Introduction of Speaker: Debi Moss
- ❖ Collecting funds: Eddie D'Ovidio  
Kathy Richardson
- ❖ Announcements: Gerry – volunteers for PDT  
Michael – new CGFMs and drawing  
Penny - \$100 incentive for most recruits for May through 12/31  
Scarlet – Hats, Coats and Gloves Drive  
Anna – Fall Breakfast

As there was no other business, Penny adjourned the meeting at 12:13.

Next CEC meeting: December 3, 2015