

AGA Chapter Executive Committee Meeting Minutes August 1, 2011

Submitted by Mary Anne Queen, Secretary

The Chapter Executive Committee for the Nashville Chapter met on Monday, August 1, 2011, in the 15th floor conference room of the James K. Polk Building.

Attendees

Chapter Executive Committee (CEC) members present: Shirley Henry, President; Ray Register, President-Elect; Mary Anne Queen, Secretary; Kayla Shewcraft, Treasurer; Cynthia Setters, Rhonda Williams, Keevia Battle, Jerry Durham, David Lannom, Valerie Oliver, Scarlet Sneed, Britt Wood, and Corey Tester.

Committee members present: Penny Austin, Gerry Boaz, Tammy Fruscione (via conference call), Karen Hale, Dan Willis, and Eugene Hampton.

Call to Order

Shirley Henry called the meeting to order at 11:25 a.m.

Agenda

Shirley passed out the meeting agenda with a packet of related handouts for discussion. Included in the handouts were the chapter's 2011-2012 proposed budget, the Community Service Committee Proposed Plan and Proposed Budget, and the Member Activities Proposed Point Structure for 2011-2012.

Minutes

The minutes of the July 5, 2011, CEC meeting were approved as previously revised and distributed.

Chapter Recognition Program

Shirley informed the attendees that the Chapter Recognition Program guidelines for 2011-2012 were issued by National last week, and National has made some changes. Shirley stated that she will get the new guidelines posted to the chapter website. The Membership section and the Early Career and Student Members section have been combined, and several changes were made in activities and credits. There is a new Section VI, Accountability, which has a maximum of 2,000 credits. Some changes were made in the Certification section.

Shirley asked that everyone familiarize themselves with the activities in their areas so they can properly report all chapter activities to Ray Register.

Proposed Budgets

Kayla Shewcraft compiled the proposed chapter budget. The handout showed that total budgeted revenues are \$51,290 and total budgeted expenses are \$63,693. Shirley presented the Chapter Administration portion of the budget and then asked each committee to present their budget.

Chapter Administration Budget

Shirley stated that after consultation with the Immediate Past President, she increased the budget for the committee recognition lunch by \$75. She increased the PDC budget by \$500 since the PDC will be held in San Diego in 2012. There was discussion of deleting the line for credit card and miscellaneous processing fees since the costs will be included with other line items, and Shirley agreed with the change. David Lannom asked about the PO box fee, and Scarlet Sneed said that it was paid last week.

Accountability Outreach Budget

Karen Hale asked to delete “brochures” from the printing line item; the dollar amount did not change. Eugene Hampton asked for specificity regarding student free lunches, and Karen responded.

Awards Budget

In Jeff Hughes absence, Rhonda Williams presented the Awards Committee’s budget. Rhonda said that the member awards/plaques line item was increased by \$50 to cover the rising cost of awards. Membership incentive was increased by \$350 to cover travel costs to the PDC and expenses incurred with occasionally providing funding to National Award winners. A lunch line was added for three scholarship winners and one guest. The scholarship line item is unchanged, except graduating high school seniors will now be eligible to apply for scholarships.

CGFM Budget

Jerry Durham stated that he doubled all line items of the CGFM budget. Jerry intends to start the chapter-provided study courses again. Jerry said that Eugene has agreed to help teach the course. Jerry wants to video the course and provide the video to those who commit to take the exams. Scarlet asked about the line item of “other.” Jerry stated that he did not know but doubled it nonetheless. Gerry Boaz observed said that the “other” line item had been used previously for postage and miscellaneous things that might come up during the year.

Community Service Budget

Tammy Fruschione revised her proposed budget to include 12 luncheons instead of 11. The adjustments were \$132 allocated for lunches and \$120 for speakers’ parking.

Early Careers Budget

Ellen Dunkin was unavailable. Shirley said there was no change from the 2010-2011 budget.

Education Budget

Corey Tester said there will be 12 audio conferences. Corey stated that the line item for fall breakfast seminar - food was increased by \$500 and that Gerry was working on getting sponsorship. Gerry said that he was hoping for \$5,000 from Oracle for the Winter Seminar. Corey increased the Winter Seminar - Food line item by \$1,000. There was discussion about whether Oracle would want to have an Edison workshop in conjunction with the Winter Seminar, and Gerry said that he was sure they probably would so Corey proposed to increase the facility rental line item to \$1,800. Corey said that the spring event was removed from the budget since spring is such a busy time. Scarlet asked about breaking out the speakers’ gifts and the audio visual costs for the line item fall breakfast seminar. Corey agreed to do that and will provide the detail later. Gerry asked when the breakfast will be scheduled, and Corey stated that

he anticipates it will be October 20 at the Doubletree. Corey announced that Rhonda Williams has contacted someone from FBI to speak at the breakfast. David Lannom asked about the line item for the breakfast seminar, and Corey clarified.

Corporate Sponsorship Budget

Gerry Boaz said that Oracle is already aware that the chapter will be approaching them for sponsorship funding and speakers. Gerry said that he has some businesses in mind for sponsorship for the fall breakfast. Corey said that if the Winter Seminar has breakout sessions, then he will need to increase his budget for facility.

Meetings and Attendance Budget

Scarlet Sneed observed that pizza is a cheaper option for CEC meetings than box lunches. Scarlet commented that the Meetings and Attendance budget is less than last year. The guest incentive line item was increased from last year.

Membership Budget

Eugene Hampton said that the budget is the same as last year. He commented that educational assistance was not used last year. Educational assistance is to be used for persons who want to attend the Winter Seminar and whose office cannot pay.

Newsletter Budget

Each person who submits a newsletter article receives a certificate for free chapter meeting lunch. Penny said that the line item Lunch certificates for article submission will provide for 15 lunch certificates. She was happy to announce that one article has already been submitted.

Program Budget

Britt Wood said that the budget is the same as last year. She said that Hellens Tamimi was working on networking social events. The Tennessee Secretary of State will be the speaker at the first luncheon. Britt said that they have approached the Governor's Office for a speaker. Shirley announced that the National AGA President is scheduled to speak at the October chapter meeting.

Webmaster Budget

Dan Willis said the budget is the same as last year for webhosting.

Revenues Budget

Kayla Shewcraft addressed revenues. Eugene asked about the line item of local membership dues. He expressed concern about receiving money from National. Britt explained that National withheld money if the renewal was not received by March 31. Eugene offered to check into this.

Approval of Budget

Shirley went over the changes that had been discussed and asked for a motion to approve the proposed budget with the changes. Scarlet Sneed moved to approve the budget as revised. Rhonda Williams seconded. The motion carried.

Member Activities Point Structure

Shirley said that the only change in the point structure was regarding Community Service, and the change was necessitated based on what the committee has planned. Shirley asked for a motion to approve. Britt Wood so moved, David Lannom seconded, and the motion carried.

Other Items for Discussion

Shirley asked if there were other items that needed to be discussed. Eugene brought up the issue of membership. He said that the chapter has 326 members. Three are classified as new members, but one was a previous member. Tammy Fruschione said this was addressed last year, and at that time, the CEC decided that the previous member was allowed to have a free luncheon certificate for rejoining.

Corey Tester said that this year the CPE certificates will have a breakdown of CPE hours for reporting purposes, and he handed out an example certificate.

Gerry asked about suspended members. As of 6/6/11, the Nashville Chapter has 48 suspended members. Eugene said that at least ten of the suspended members were members of the former Alabama chapter and may have been NASA employees. Eugene said that he has contacted all on the suspended list, and none of the ten renewed.

Adjourn

The next CEC meeting was scheduled for Monday, August 29, and the meeting was adjourned at 12:15 p.m. Shirley adjourned with the following quote for the 2011-2012 Leadership Team:

“Nothing is so contagious as enthusiasm.”

Samuel Taylor Coleridge
British poet, critic, and philosopher