

AGA Chapter Executive Committee Meeting Minutes September 28, 2009

Submitted by Shirley Henry, Secretary

The Chapter Executive Committee for the Nashville Chapter met on Monday, September 28, 2009, in the Training Room on the 16th floor of the James K. Polk Building.

Chapter Executive Committee (CEC) members present: Karen Hale (via speakerphone), President; Kathy Anderson, Immediate Past President; Melvin Jones, Jr., President-Elect; Shirley Henry, Secretary; Patricia Finney, Eugene Hampton, Jane Lacy, Jennifer Lewis, Tommie Pendergrass, Julie Rogers, and Corey Tester. Committee leaders present: Nathan Abbott, Gerry Boaz, Ann Collett, Jeff Hughes, Sandra Tulloss, Rhonda Williams, and Dan Willis. Other member present: Brian Brechon.

Karen Hale called the meeting to order at 11:15 a.m. Karen apologized for not being able to physically be at the meeting, but she thought it would be better for her to preside over the meeting via speakerphone rather than having to reschedule the meeting. Kathy Anderson facilitated by carrying the phone around to the various speakers and repeating information that Karen was unable to hear clearly.

Approval of the Minutes

Kathy Anderson made a motion to approve the August 31, 2009, CEC meeting minutes, and Melvin Jones seconded the motion; the minutes were approved.

Reports

Immediate Past President

Kathy Anderson reported that she received Britt Wood's report on her review of the chapter's financials, and although Kathy had not had time to study it in detail, it appeared that no significant problems were noted. She agreed to go over the details with Karen.

President-Elect

Melvin Jones reported that he has been compiling information to determine the totals for the chapter recognition program categories, and based on his tentative totals, everything looks very good. He has some questions about some of the information and will be e-mailing Kathy, Karen, and Gerry to get clarification. He plans to have the report ready to submit by Wednesday.

Secretary

Shirley Henry reported that she had asked Dan Willis to update the chapter website to remove Suzanne Sawyers from the one-year directors and replace her with Julie Rogers based on information she received from Karen Hale.

Treasurer

Hellens Tamimi was unable to be present for the meeting, but she sent a text message to Corey Tester with the following: there was nothing of significance in the audit report and chapter net assets at August 31, 2009, totaled \$64,000.

Awards Committee

Jeff Hughes reported that submissions for the Fall Awards need to be received by the Awards Committee no later than Wednesday, October 21. Karen asked if there have been any submissions, and Jeff said that no nominations have been received. Melvin Jones said that he was working on one possibility, which he will discuss with Karen.

CGFM Committee

no report

Community Service Committee

Julie Rogers reported that five volunteers participated in the Habitat for Humanity project on Saturday, September 19, 2009. Julie also said that she discussed the possibility of the chapter giving the homeowner a gift card with a Habitat representative, and based on that discussion, the committee decided against it. She felt that funds designated for that purpose could be reallocated to some other purpose.

She announced that the Making Strides Against Breast Cancer Walk will be on October 24, 2009, and the Diabetes Walk at the Nashville Zoo is scheduled for November 7, 2009. The committee will be making announcements about these at the next chapter meeting.

She also said that she has confirmed speakers from Make-A-Wish, Little Soldiers, and Alex Green for the November AGA luncheon, and she will get the names to Sandra Tulloss.

Corporate Sponsor Committee

Gerry Boaz had nothing to report.

Early Careers Committee

Jeff Hughes reported that Tennessee State University is participating in the Case Challenge again.

Education Committee

Rusty Lacy was unable to attend, but he submitted the following report:

Forty-six people attended the September 2 audio conference.

The next audio conference is October 7 on Internal Controls for Auditors, Management, and Staff.

The Winter Seminar is scheduled for January 19-20, 2010, in the Tennessean Room, William R. Snodgrass Tennessee Tower.

Bertha Deweese, a member of the committee for the past two years, has announced her retirement at the end of October. Corey Tester has agreed to join the committee.

Karen asked about the sign-ups for the October 7 audio conference, and Brian Brechon said that 30 people have registered so far.

Brian also reported that they have confirmed seven speakers for the Winter Seminar, and Karen requested to see the draft agenda as soon as the committee has something put together.

Finance Committee

Patricia Finney announced that she had e-mailed a draft of the AGA Record Retention Policy to members earlier today. Karen requested that Pat set a deadline for comments from CEC members and then compile the comments for review and possible discussion at the next CEC meeting, if considered necessary.

Gerry Boaz told Pat that she and he needed to get together to talk about the tax return, which is due in November.

Meetings and Attendance Committee

Tommie Pendergrass had nothing to report. Karen asked Tommie if the committee had made arrangements for displaying the banner, providing the name tags, and setting up the necessary equipment at the monthly meetings. Tommie stated they had made arrangements and that Rusty Lacy had volunteered to take care of the equipment. Corey Tester said that Rusty would not be at the October meeting, but he would be filling in for Rusty. Melvin Jones, the speaker at the October meeting, had not decided for sure whether he would have a power point presentation.

Ann Collett reminded Tommie about setting up the fish bowl for the drawings at the luncheon meetings.

Membership Committee

Jennifer Lewis reported that we have seven new members and a total of 341 current members.

She also reported that the Educational Assistance Program subcommittee met on September 23 to discuss criteria for awarding educational assistance. Ann Collett handed out a write-up of the meeting, and Melvin Jones discussed the application form that the subcommittee has developed. Gerry Boaz discussed the possible allocation of assistance between non early career members and early career members. Karen suggested that the write-up and sample form be distributed to all CEC members to give them a chance to review and that the subcommittee request comments within the next couple of weeks.

Jennifer announced that two new members used their free lunch certificates last month. She also reported that the committee sent out “thanks for coming” letters to guests who attended the last luncheon and sent an e-mail to the members who brought the guests.

The committee is also working on a brochure to hand out to guests, which will give them some information about the chapter and include a schedule of upcoming events.

Newsletter

Corey Tester expressed appreciation to all those who submitted information for the newsletter. He stated that he would like to have any submissions for the next newsletter by October 9 and said he will normally target the middle of the month for publication of the newsletter.

Karen commended Corey for the work he did on the September newsletter.

Program Committee

Sandra Tulloss discussed possible funding when speakers bring multiple guests since her committee is only set up to fund speakers and one guest for some of the speakers. Sandra had been told that the speakers related to the community service projects would probably all bring guests. Julie Rogers suggested that the additional guests could be funded by the Community Service Committee, and the CEC agreed.

Melvin Jones stated that he would probably have multiple guests when he speaks at the October meeting, including his son and some potential members. The CEC thought it would be appropriate for his son's lunch to be paid for by the Program Committee, and the other guests (as potential members) would be entitled to a free lunch under the Membership Committee's program.

Public Relations Committee

Karen Hale reported that she was not sure why some of the articles that have been submitted have not been published. She thought it might have something to do with the e-mail address from which the articles were submitted. Dan Willis said that he could set up an e-mail account for her that would show AGA.

Website Committee

Dan Willis demonstrated the chapter's redesigned website. Nathan Abbott gave credit to Brandon Maloney for his assistance on the redesign project. Karen Hale asked when the new site would be ready, and Dan said he thought it would be ready within the next month. Jennifer Lewis suggested that Dan and Nathan invite Brandon as a guest to one of our chapter meetings to express our appreciation.

Karen lined up the following members to join her at the head table at the October 1 meeting: Melvin Jones, speaker, Jane Lacy, who will introduce Melvin, Tommie Pendergrass, Corey Tester, and Rhonda Williams.

The next meeting was scheduled for November 2, and the meeting was adjourned at 12:07 p.m.