

## **AGA Chapter Executive Committee Meeting Minutes November 2, 2009**

*Submitted by Shirley Henry, Secretary*

The Chapter Executive Committee for the Nashville Chapter met on Monday, November 2, 2009, in the Training Room on the 16th floor of the James K. Polk Building.

Chapter Executive Committee (CEC) members present: Karen Hale, President; Kathy Anderson, Immediate Past President; Melvin Jones, Jr., President-Elect; Shirley Henry, Secretary; Patricia Finney, Eugene Hampton, Jane Lacy, Rusty Lacy, Jennifer Lewis, Julie Rogers, and Corey Tester. Committee leaders present: Gerry Boaz, Ann Collett, Nichole Curtiss, Jeff Hughes, Ron Queen, and Rhonda Williams.

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

### **Approval of the Minutes**

Rusty Lacy made a motion to approve the September 28, 2009, CEC meeting minutes, and Melvin Jones seconded the motion; the minutes were approved.

### **President's Discussion Items**

Karen Hale discussed the establishment of the position of Accountability Outreach Coordinator for the Nashville Chapter. She said that this was a position suggested by national, and she went over some of the responsibilities that the national office had outlined for the position. She said this was not a mandatory position, but she wanted the CEC to consider it. She also asked if any members of the CEC might be interested in volunteering for the position or knew of someone who might be interested. She requested that an item be put in the next newsletter to seek potential volunteers for the position.

Karen also wanted the CEC to consider establishing an Ambassador for new members to make new members feel welcome. The individual would be responsible for such activities as greeting new members at the monthly meetings and introducing them to other members. Karen cited Kathy Anderson and Ann Collett as two people who came to her mind that she thought would be good candidates for the position. Kathy Anderson expressed a willingness to serve as the ambassador or in conjunction with others that might be interested.

Karen said that Jeff Hughes had presented to her the idea of the establishment of an Award for Outstanding Achievement for some individual or company in the local area that the chapter felt had made a significant contribution to the furtherance of financial management and accountability. Jeff had talked with a few other chapters that had this type of award. Karen asked Jeff to put together some type of proposal for further consideration at the next CEC meeting.

Karen announced that she had been notified that the chapter would receive a hotel scholarship for the PDC. She also announced that the chapter received a thank you note from Alive Hospice

for our contribution. The contribution was in appreciation for a speaker's presentation, and the speaker had designated Alive Hospice as the recipient.

## **Reports**

### **Immediate Past President**

Karen Hale stated that Kathy Anderson told her she had nothing to report.

### **President-Elect**

Melvin Jones reported that he had reviewed the bank reconciliation he received from Hellens, and everything looked fine. He encouraged everyone to keep him informed on any contacts made with national as we can earn points for each contact. Gerry Boaz said we could get points for members who teach, and he said that Kevin Huffman teaches at a community college. Karen asked committee chairs to be sure that they report all activities to Melvin that may qualify for points, and it was also noted that some activities can count in more than one category so we want to be sure we count them in all applicable areas.

Ann Collett reminded everyone that Melvin had sent us a copy of the CRP Manual for 2009-10, and we could refer to the manual to determine which activities qualify for points.

### **Secretary**

Shirley Henry had nothing to report.

### **Treasurer**

no report

### **Awards Committee**

Jeff Hughes said that the only item he had was the possibility of a local award, which Karen had already mentioned in her discussion items.

### **CGFM Committee**

Gerry Boaz announced that Lamont Price had passed the CGFM exam, and there was some discussion about recognizing him at one of the chapter meetings; however, Jennifer Lewis said that Lamont is not an AGA member.

Ron Queen said that he plans to send a reminder email about the chapter subsidy for the CGFM exam because he has not had any response from interested candidates. The subsidy drawing is supposed to be held at the chapter meeting on Thursday, November 5. The first training class for the CGFM exam is scheduled for January 15 and will be for exam 1.

Ron also said that he plans to contact the Governor, Metro Mayor Karl Dean, and possibly other local governments about a proclamation recognizing the CGFM.

### **Community Service Committee**

Julie Rogers reported that Rhonda Williams participated in the Making Strides Against Breast Cancer Walk on October 24, 2009, and \$165 was donated for the cause; the on-line donation site is still open.

Julie also noted that Tammy Thompson has the roster for the Step Out Walk to Fight Diabetes, which is scheduled for November 7, 2009, at the Nashville Zoo, and she will be contacting those involved.

Julie announced that there will be three speakers and one guest at Thursday's meeting representing three of the organizations that the chapter supports - Make-A-Wish, Little Soldiers, and Alex Green.

Julie said that her committee still needs to schedule the community service events for the Nashville Rescue Mission and the NPT membership drive, and the Lil' Soldiers event is scheduled to kick off soon.

### **Corporate Sponsor Committee**

Gerry Boaz reported that he has contacted another sponsor, but it didn't sound very positive; he still has at least one other sponsor to contact.

### **Early Careers Committee**

Jeff Hughes said that he is judging three cases for the Case Challenge.

Karen Hale expressed her desire to get early career members more involved in the chapter, and she had the following three items she wanted the CEC to consider.

Early Careers Workshop - To introduce early career members to various aspects of the government environment; she discussed something they had put together when she was chair of the Education Committee, which was very positively received.

Think tank - Propose some type of state/local government issue for the early career members to work on as a group.

Mentoring - Consider inviting an early career member to the CEC meetings; Gerry Boaz said that we might want to consider establishing an early career member director position.

Karen also encouraged everyone to look at the survey results from national, which Jeff had sent out. Jeff said that he had requested the written comments from national and would send those out when he received them.

### **Education Committee**

Rusty Lacy reported that the October 7 audio conference had 40 people in attendance, and the next audio conference is December 16 with a title of "Latest Trends in Occupational Fraud."

He also reported that the Education Committee has almost completed the speaker list for the January 19-20 Winter Seminar. Karen Hale asked him to send her a copy of the list.

### **Finance Committee**

Patricia Finney and Gerry Boaz said that they had sent the draft of the AGA Record Retention Policy to Karen Hale and that she was supposed to have sent it to other CEC members for their review and comment for discussion at today's meeting. However, Karen said that she had not done that and apologized. Gerry said that they would send the draft policy out to CEC members for discussion at the next CEC meeting.

### **Meetings and Attendance Committee**

no report

### **Membership Committee**

Ann Collett reported that as of October 26 we have 11 new members and 344 current members.

Ann discussed the Educational Assistance Scholarship program for which handouts had been sent to members and asked for CEC approval to establish the program. Shirley Henry made a motion to approve the establishment of the Educational Assistance Scholarship program, and Eugene Hampton seconded the motion. Karen Hale authorized the committee to proceed with making announcements about the program and soliciting applications. Ann said that the committee will make an announcement at the chapter meeting on Thursday and also prepare an announcement for the newsletter. After discussion, it was decided that the Early Careers Committee will promote one scholarship for an early career member, assuming we have an applicant. Jeff Hughes said that if his committee only does one scholarship, the budget amendment to add that line item would be below the threshold that would require CEC approval.

Ann Collett asked about the anticipated fee for the Winter Seminar, and Rusty Lacy responded that the Education Committee is planning to stay with the same fee as last year, which was \$125.

Karen also talked about the possibility of a new member reception.

### **Newsletter**

Corey Tester requested that all information for the next newsletter be submitted by the end of this week since he is hoping to get the newsletter out by November 13. He said that he is always open to any ideas for improvement and looking for articles of interest.

### **Program Committee**

Nichole Curtiss reported that her committee has lined up a harpist for the December meeting. The harpist will be there to play music as individuals arrive for the meeting, and she will also speak to the chapter about her work with Vanderbilt and music therapy. Her music selections will include some holiday music. Nichole said that they will work out the final details and get with Karen to sign the contract; the fee will be \$200.

Nichole said that they are working on a speaker for January to talk about the proposed convention center.

### **Public Relations Committee**

Karen Hale reported that two press releases have been published, and the email account that Dan Willis set up for her showing AGA seemed to help.

### **Website Committee**

no report

Karen Hale asked all committee chairs to review their pages on the website monthly to keep all of the information up-to-date.

Karen lined up the following to join her at the head table at the November 5 meeting: the three speakers from the charities, a guest of one of the speakers, and a member of the Community Service Committee to introduce the speakers. She also said that Steve Henley was scheduled to do the invocation, and she anticipated announcements from Ann Collett, Gerry Boaz, and the Program Committee.

The next meeting was scheduled for November 30, and the meeting was adjourned at 12:55 p.m.