

**AGA Chapter Executive Committee Meeting Minutes
November 1, 2010**

Submitted by Debra Bloomingburg, Secretary

The Chapter Executive Committee for the Nashville Chapter met on November 1, 2010, in the training room on the 12th floor of the Andrew Jackson Building.

CEC members present:

Melvin Jones, Jr., President
Karen Hale, Immediate Past President
Debra Bloomingburg, Secretary
Scarlet Sneed, Treasurer
Hank Clay
Corey Tester
Jane Lacy
Sandra Tulloss

Committee leaders present:

Tammy Fruscione (by phone)
Sandra Patterson
Tammy Thompson

Melvin called the meeting to order at 11:34 a.m.

Approval of the Minutes

Hank Clay made a motion to approve the October 4, 2010, CEC meeting minutes, Corey Tester seconded the motion, and the CEC members voted to approve the minutes.

Reports

Immediate Past President/Public Relations Committee

Karen Hale reported that she is working on additional press releases and continues to work on business cards and brochures.

Melvin mentioned additional work is needed to be done at Alex Green on the atrium area. Some additional clean-up needs to be done as well as adding mulch or dirt. Additional volunteers would be helpful. Karen has thought about preparing a press release concerning the work on the atrium at Alex Green and our commitment to Project Pencil for 10 years.

President-Elect

Melvin reminded the CEC members and chairs to notify Shirley of any activities that would earn Chapter Recognition Program credits for the Nashville Chapter. Also, he commended Shirley for contacting National to clarify inconsistencies between the credits template and the Chapter Recognition Program Manual.

Secretary

Debra Bloomingburg had nothing to report.

Treasurer

Scarlet Sneed and Melvin wanted to discuss four areas related to charitable donations and meeting attendance of members and guests.

For events that are matched by national or for member contributions - should the money be sent directly to the charity or to the chapter and then we write one check?

Tammy Fruscione said that the process for several years has been for members to make direct contributions to organizations. The only organization that members are asked to donate through AGA is Project Pencil/Alex Green Elementary. A lengthy discussion was held regarding how matching money from National should be handled – ask National to send the donation through us or let National directly send the donation to the organization. Idea is to get as much recognition for the chapter as possible.

Billing of members who have made a reservation when the City Club has charged us less than the attendance.

To be consistent in application of our payment policy, anyone who makes a reservation without cancelling in advance or finding someone to take their place will be billed for the amount of the meal.

Guest of members that do not show up at meeting. . .are there any consequences?

No one was aware of any previous discussion of this topic. Sandra Patterson mentioned that this happened last year, and Hellens Tamimi told her that the guest's name would go on the list of first-time guests and would not be allowed to attend another meeting for free as a first-time guest. Melvin said that sounded good and that it related to the next question.

Guests who do not pay and are not really first-time guests.

Melvin said that Ann Collett and Jennifer Lewis told him they have a list of first-time guests. However, no one else seems to have a copy of this list so they can compare guest names to the list of those who have already received a free meal. We then had a discussion of what constitutes a first-time guest. Is this just recently or since the inception of AGA Nashville Chapter? Also, does it matter whether the first-time guest got a free meal or not? Karen suggested reviewing the current policy to see how it reads and reviewing the minutes where the free-meal for a guest policy was approved.

Awards Committee

Melvin mentioned that the nomination period for national awards was extended into November. Melvin also mentioned that he sent a request to several of our members who are Metro employees asking them to prepare a local government nomination for Mayor Karl Dean to honor him for the way he handled the local floods. However, Melvin has not received any responses.

Tammy Fruscione asked a question about the point structure and how events for Project Pencil/Alex Green Elementary are counted. She was under the impression that each event related to Project Pencil/Alex Green Elementary was a separate project for which a member could earn points. However, points are being awarded as if all events related to Project Pencil/Alex Green Elementary are one project. Melvin will look back to see what the points structure is and we may need to revisit the issue.

CGFM Committee

Meetings are to be underway with persons who have stated interest in volunteering for the training classes.

Melvin stated that we may not be buying new manuals since we have the most current edition available. We may buy additional copies, if needed.

Because of the cost, we will not be pursuing the classes from National that Gerry Boaz previously mentioned.

Community Service Committee

Tammy Fruscione reported the following:

- Two members walked in the Breast Cancer Walk on Saturday, October 30. Donations of \$355 were made.
- The Diabetes Walk will be held Saturday, November 6. Two members have volunteered to help with the walk. No one has signed up to walk. So far, \$95 has been donated.
- The Hat, Coat, Glove Drive continues until December 15.
- The Little Soldier's program is set to begin soon. Tammy anticipates receiving information on the Little Soldier's by mid-November.
- We were not able to reserve a spot for the Channel 8 membership drive in December.
- The Light Up The Lake event in December has been cancelled.
- We continue to accept donations to Second Harvest Food Bank and Project Pencil/Alex Green Elementary.
- Wednesday, November 3, Tammy will drop off supplies that have been donated for Alex Green Elementary.

Corporate Sponsor Committee

Melvin reported that he, Gerry, and Corey will work with corporate sponsor Oracle to schedule a half-day class regarding Edison that Oracle would like to provide to interested members.

Early Careers Committee

Hank Clay provided an update on AGAville. Hank talked with personnel at National and they showed an interest in the idea. Hank will follow-up again with National in a couple of weeks.

Education Committee

Corey Tester reported that 59 people are registered for the Fall Breakfast Seminar as of the morning of November 1. His goal for the breakfast was to have a minimum of 60 attendees. With a few more days to register, he feels that the minimum will be exceeded. The limit for registration is 100 attendees.

The Winter Seminar will be held January 18 and 19, 2011, in the Tennessee Room at the William R. Snodgrass Tennessee Towers. The Department of General Services is somewhat hesitant to let us have the room those two days because of a one-day training event provided by the Certified Fraud Examiners. Corey will work with DGS and CFE personnel to get things set up so we can have the room these two days. Corey is working on obtaining speakers for the winter seminar.

The next audio conference is set for November 17. Information about that event will be sent out in the next couple of days.

Finance Committee

Melvin reported that the association's tax return is due November 15, 2010, and Keevia Battle has indicated to him that she will have the return done by then.

Meetings and Attendance Committee

Tammy Thompson reported that she had not heard from Cynthia Setters and did not know how many attendees have registered for Thursday's luncheon.

Membership Committee

Nothing to report.

Melvin commended the membership committee members for sending correspondence to guests and new members thanking people for coming to the meetings, encouraging membership, and welcoming new members.

Newsletter

Sandra Patterson requested that items for the newsletter be submitted to her by November 10. She hopes to release the newsletter on November 17.

Program Committee

Jane Lacy reported the committee is working on getting someone to provide a musical/inspirational program for the December 2 meeting.

Website Committee

Melvin will talk to Dan Willis about getting the list-serve information to Hank so he can compare to the membership list and make sure that all members have an opportunity to receive e-mailed communications from the chapter.

November Business Meeting

Announcements: Announcements will be made by representatives of the Community Service, Education, and Membership committees. Anyone who has a PowerPoint presentation, talk to Corey about setting up and ensuring equipment is available.

Invocation: Scarlet Sneed

Round Table: Melvin Jones; Lynn Bracy, speaker; speaker's guest; Chuck Holland; Karen Hale; Scarlet Sneed; Jacqueline Laws, and Sandra Tulloss.

Photographer: Katie Yarborough

The next meeting was scheduled for November 29, 2010, and the meeting was adjourned at 1:02 p.m.