

AGA Chapter Executive Committee Meeting Minutes November 30, 2009

Submitted by Shirley Henry, Secretary

The Chapter Executive Committee for the Nashville Chapter met on Monday, November 30, 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; Shirley Henry, Secretary; Hellens Tamimi, Treasurer; Patricia Finney, Eugene Hampton, Jane Lacy, Rusty Lacy, Jennifer Lewis, Mel Marcella, Tommie Pendergrass, Julie Rogers, and Corey Tester. Committee leaders present: Sharon Barnard, Gerry Boaz, Ann Collett, Nichole Curtiss, Jeff Hughes, and Sandra Tulloss. Other member present: Steve Henley.

Karen Hale called the meeting to order at 11:35 a.m.

Approval of the Minutes

When the draft minutes were sent out after the November 2, 2009, meeting, the Secretary received some requests for clarification and the addition of information. The requested changes were made by Shirley Henry, and the revised minutes were sent out for consideration. At today's meeting, the President asked if anyone had additional changes, and none were noted. She then asked for a vote from the members in attendance, and the revised November 2, 2009, CEC meeting minutes were approved.

President's Discussion Items

Karen Hale reported that no one has volunteered for the position of Accountability Outreach Coordinator. She said that Melvin Jones had talked to someone he thought might be interested, but that individual did not feel able to serve in that capacity at this time. Therefore, she has decided to have that role be part of the Public Relations Committee function for this year.

Karen acknowledged that Kathy Anderson had previously agreed to serve as an Ambassador for new members and asked for other volunteers. Ann Collett volunteered to assist in that capacity.

Reports

Immediate Past President

Kathy Anderson had nothing to report.

President-Elect

no report

Secretary

Shirley Henry had nothing to report.

Treasurer

Hellens Tamimi discussed the following items:

- Audit of chapter financials - Hellens stated that there were no findings. The auditor concluded that the chapter financials as of June 30, 2009, are fairly presented and contain no material errors. Hellens reported that minor suggestions noted by the auditor have been adopted and reflected as of July 1, 2009.
- Chapter Financial Position at September 30, 2009 - Hellens distributed copies of the Statement of Net Assets, which showed total net assets of \$64,978.18, including total cash available at the bank of \$15,351.55.
- Net assets position at October 31, 2009 - Hellens distributed copies of the Statement of Net Assets, which showed total net assets of \$64,390.14.

Gerry Boaz asked about the increase in cash between the end of September and the end of October, and Hellens explained that it was the result of a CD being cashed in, which is discussed in a separate bullet below.

Hellens also brought up for discussion the \$40,000 CD, which is scheduled to mature on January 13, 2010. She suggested that the CEC might want to consider other financial institutions that might pay a higher interest rate. Tommie Pendergrass suggested going to bankrate.com to determine what other options might be available, with one possible option being Ally Bank. Gerry suggested that we might also want to split the CD, with one part being invested for a longer term. Hellens will obtain some information and perform an analysis to evaluate which options might best fit the chapter's needs.

- Policy #5 Luncheon Reservation and Cancellation - Hellens noted that the current policy does not address the cancellation and write-off procedures for unsuccessful efforts to collect monies for "no show" to seminars, conferences, audio conferences, or other similar training, besides monthly luncheon cancellations. The chapter is currently considering the amendment of Policy #5. The chapter has an accounts receivable (bad debt) on the books from the 2009 PDC in the amount of \$375. Attempts to collect this outstanding accounts receivable were made by the former Treasurer, Chas Taplin.

Hellens stated that Karen Hale recommended that an Ad Hoc Committee be established to address the scope and procedures of the chapter's cancellation policy. The Treasurer agreed to form the committee as recommended by the President. The goal is to meet with senior leaders of the chapter to draft a new cancellation and bad-debt write-off policy and present the revised policy during the CEC meeting in January 2010.

Hellens also said the Ad Hoc Committee might want to look at the Cash Receipts Procedures, which were drafted by Terry Mason some time ago but have never been finalized and approved.

- Maturity of CD for \$10,889.33 - Hellens stated that the CD matured on October 25, 2009, and she cashed in the CD on October 26, 2009, for the amount of \$10,952.76 (which included interest earned). She immediately deposited the money from the CD into the

Chapter's checking account as discussed and approved by the CEC on August 31, 2009. The money from the CD will be used to support the 2009-2010 budget. This deposit was reflected in the financials as of October 31, 2009.

- Winter Seminar 2010 - Hellens said that she met with Rusty Lacy, Education Committee Chair; Chas Taplin, former Treasurer; Dan Willis, Chapter Website Co-Chair; and Brian Brechon, Education Committee member. They discussed the 2010 AGA Nashville Chapter Winter Seminar, the registration/payment process, and general logistics.

Awards Committee

Jeff Hughes reported that points through November have been posted to the AGA website. A couple of community service events were left off; however, those should be reflected in the next update.

Jeff also reviewed the committee's proposal for a local award, which he had emailed to CEC members prior to the meeting. There was some discussion about how the award would be advertised. Jeff said that the first year it would probably just be by word of mouth. Gerry Boaz suggested contacting Dennis Dycus, who could possibly provide contacts, and also the State Board of Accountancy. Karen Hale suggested that Pat Finney and Mel Marcella could provide points of contact for metro government. Karen authorized the committee to proceed with the proposal.

CGFM Committee

Gerry Boaz reported that the subsidy drawing for three candidates for the CGFM exam took place at the last chapter meeting and the training will be starting in January as previously announced.

Community Service Committee

Julie Rogers reported that five members donated and six individuals participated in the Step Out Walk to Fight Diabetes, which was held on November 7, 2009, at the Nashville Zoo.

Julie announced that only seven members have signed up for the Nashville Rescue Mission community service project, which is scheduled for December 9, and we need 15 so the committee is looking for more volunteers. The sign up deadline was today so she will send out a reminder notice and extend the deadline.

Julie reported that chapter members have adopted 40 little soldiers, which is a great response rate. Items should be dropped off by Friday, December 4.

Corporate Sponsor Committee

Gerry Boaz had nothing to report.

Early Careers Committee

Jeff Hughes announced that Tennessee State University was not selected as one of the finalist teams in AGA's Third Governance Finance Case Challenge. However, four TSU team members who participated in the Case Challenge will be at the December meeting and will do a 5-10

minute presentation after the main speaker. Karen asked if we could come up with some type of certificate of recognition for their participation in the challenge, and Jeff said that he would come up with something to be given to them at the meeting.

Jeff also reported that the Early Careers Committee will begin considering the likelihood of a career fair after the first of the year. He said it was not looking very likely right now since not many places are hiring.

Education Committee

Rusty Lacy announced that the next audio conference is December 16 on Latest Trends in Occupational Fraud and that Da Norm is coordinating the event.

Rusty reported that the flyer for the winter seminar, scheduled for January 19-20, 2010, has been sent out, and registration is open. Rusty said that after meeting with Hellens and others that he feels that they have a lot of the details worked out for the registration/payment process for the seminar.

There was some discussion about getting the National AGA President to speak at some chapter event this year, and Karen asked Rusty to look into his possibly speaking at the Winter Seminar.

Finance Committee

Patricia Finney and Gerry Boaz sent the draft AGA Record Retention Policy out to CEC members for their consideration prior to the meeting. Gerry said that they had not received any feedback as to changes that were considered necessary. Shirley Henry stated that she had some minor punctuation changes and other things that she would share with Gerry, but nothing that would change the basic text of the draft policy. Karen asked for a vote on the adoption of the policy, with the minor changes suggested by Shirley, and since no one expressed opposition, the Record Retention Policy was adopted.

Ann Collett asked Gerry if the tax return had been submitted. Gerry said that it had been submitted on-line and was accepted.

Meetings and Attendance Committee

Sharon Barnard had nothing to report. Karen asked her to please let her know who would be doing the invocation at Thursday's meeting.

Membership Committee

Jennifer Lewis reported that we have 346 current members and 12 new members; however, one of the new members is a professor and she wasn't sure if he would count since the membership is free. They will try to get clarification on that. Our new member goal is 38. One new member recruiting initiative ends today, and another new member recruiting initiative will begin on December 1.

Ann Collett said that the prize for top recruiter will be given out at Thursday's meeting, and currently two people are tied. There will be a drawing to determine the winner, and there will

also be a drawing from all of the other new member recruiters. The committee is also working on a grand prize for the end of the year, which will include two tickets to Universal Studios.

Ann announced that the Educational Assistance Scholarship information is on the website, and an announcement has been sent out. Karen suggested sending out reminder notices, and Hellens suggested including a link to the scholarship information as part of the seminar information put out by the Education Committee. Rusty said that he would include a link.

Karen asked the committee to obtain some price information on AGA T-shirts.

Newsletter

Corey Tester requested that all information for the next newsletter be submitted by December 11.

Program Committee

Nichole Curtiss reported that the Program Committee is working with the Chamber of Commerce to book a speaker in January to talk about Convention Center financing.

Since the speaker for the December meeting is being compensated for her presentation, there was some discussion as to whether the chapter should make a donation to the speaker's charity of choice as a token of our thanks, which is our normal procedure. Nichole and Sandra said that they felt we should follow the normal procedure, but if the CEC did not wish to cover it, they were prepared to take care of it themselves. They also said that they were able to schedule this individual for much less than what the committee had budgeted for the event so there were funds available. After the discussion, Karen directed that we would follow the normal procedure since a commitment had already been made, and there were no objections.

Karen requested that somebody take pictures, and Ann Collett volunteered to bring her camera to the meeting and take some pictures.

Public Relations Committee

Karen Hale reported that three press releases have been published.

Website Committee

no report

Karen lined up the following to join her at the head table at the December 3 meeting: the harpist, Sandra Tulloss, Nichole Curtiss, four members of the TSU Case Challenge team and one of their guest, and Jeff Hughes. She asked the Meetings and Attendance Committee to request a round table for the head table to accommodate everyone. She said that she anticipated announcements from Ann Collett and Rusty Lacy.

The next meeting was scheduled for January 4, 2010, and the meeting was adjourned at 12:43 p.m.