

February 2008 CEC Minutes

*Submitted by Jennifer McClendon, Chapter Secretary*

The Nashville Chapter's Executive Committee met on February 7, 2008, in Conference Room A on the 14<sup>th</sup> floor of the William R. Snodgrass Tennessee Tower. Chapter Executive Committee (CEC) members present were Kathy Anderson, Gerry Boaz, Ed Burr, Ann Collett, Robbie Hunter, Teresa Kennedy, Joe Kimery, Hellens Kruszynski, Jennifer McClendon, Angela McElrath-Prosser, Terry Mason, and Mary Anne Queen. Committee leaders present were Nichole Curtiss, Karen Hale, Jennifer Lewis, Suzanne Sawyers, and Britt Wood. Ann Collett, Chapter President, called the meeting to order at 11:25 a.m.

Ann welcomed everyone, reviewed the number of voting CEC members presented and indicated there was a quorum. Quorum for the CEC is 8 members.

Ann stated that the CEC Minutes from January 7<sup>th</sup> had been provided to all CEC members for their review and asked if there were any further changes that need to be made. It was noted that the Early Career Fair was announced at the January 7<sup>th</sup> CEC meeting as being in March but it is actually April 3<sup>rd</sup>. Britt Wood mentioned that Suzie Singleton spells her name as Suzzie. Gerry Boaz moved to accept the minutes. Terry Mason seconded. The motion passed.

**Treasurer** – Terry Mason, Chapter Treasurer, reported that the education committee went over on their budgeted expenses for the Winter Seminar; however, the actual income received from the Winter Seminar was also over original budget figures. Ann noted that the education committee will need to do a budget increase request for CEC approval.

Terry asked if you have any other budget information, please send it to her. Terry requested that when your committee gives out free luncheon certificates to let her know.

The 6-month CD matures at the end of February and will be renewed.

There is \$750 left over in the Program Committee's budget for the spring social. This money will be used for the 30<sup>th</sup> anniversary event. A committee is currently being formed.

**Program Committee** – Robbie Hunter, Program Committee Co-Chair, reported that we are waiting on speaker information for Thursday. The speaker for March will be Nashville Mayor Karl Dean. The speaker for April will be Linda Biek.

Robbie reported that all social money is in as of today. She stated that she is not sure how the tickets will be distributed but everyone will have a seat. The group will be split with half of the attendees sitting in the balcony and half sitting on the main floor.

Jennifer McClendon, Chapter Secretary, asked about streamlining the social collection process for next year so that the program committee collects the money and then forwards it to the secretary. The secretary should only receive money after it has passed through the hands of the program committee.

Discussion was held that the program committee, secretary, treasurer, and education committees should meet to discuss and clarify collection procedures for certain events.

**Awards Committee** – Teresa Kennedy, Awards Committee Co-Chair, stated that she has no report. Ann reported that Ted Fellman did not win the Excellence in Government Leadership award for which he was nominated earlier this year. Ann stated that we should start looking ahead for individuals to nominate. Ann mentioned that someone needs to write up Deborah Loveless for nomination of the Einhorn-Gary award.

**Finance Committee** – Angela McElrath-Prosser, Finance Committee Co-Chair, reported that Mary Anne Queen and Melissa Boaz will be taking money at Thursday's meeting.

**Education Committee** – Nichole Curtiss, Education Co-Chair, reported that there are 6 people who have not paid of which 5 have indicated payment has been sent. Terry confirmed that these payments have been received. Nichole reported that 1 individual registered, did not attend, and never paid. The CEC discussed whether to bill this person or let it go. The CEC voted to let it go.

Nichole reported that from reviewing the evaluations, overall everyone was pleased. Some people were happy and some were unhappy with the location of the Tennessee Room.

Nichole noted that there were a lot of complaints regarding the presentation by the Tennessee Society of Certified Public Accountants (TSCPA). The CEC discussed the TSCPA speaker and complaints. It was noted that the TSCPA is the only entity in the state approved by the Tennessee Ethics Commission to cover the Tennessee Ethics Laws and the speaker did not cover this during his presentation. Also, the 127 page hand outs included in the notebooks was the item that put the Education Committee over budget on expenses. The TSCPA also charged AGA per person for the presentation. The total charged was approximately \$2,500.

Ann asked if we had a written agreement with TSCPA regarding the topic to be covered. Nichole stated she would check with Donna Jewell, Education Committee Co-Chair and find out. The CEC decided a letter should be written to the TSCPA citing that the materials were not completely covered and including some of the comments we received from our evaluations.

Nichole reported there are 18 people signed up for the February 6 audio-conference. An e-mail has been sent regarding having audio-conferences hosted elsewhere. Nichole stated we can have up to 10 locations.

The Education Committee is beginning to plan the next breakfast CPE event. If you have ideas, please send them to Nichole, Nathan, or Donna.

**CGFM Committee** – Gerry Boaz, CGFM Committee Co-Chair, reported that there were 3 attendees at the one-day CGFM (CPE qualifying) training offered on January 31<sup>st</sup>. Exam 3 training starts on February 21<sup>st</sup>. Gerry and Ron Queen will be teaching. The next CPE qualifying CGFM one-day class will be on May 22<sup>nd</sup>.

Gerry reported that National is updating the exam to include:

60% General knowledge

20% State knowledge

20% Federal knowledge

The new exam content will be in place at the July PDC in Atlanta. The revised study guides will be out next month.

Ron Queen is working with Metro regarding the proclamation for March to be CGFM month. We have already received the Governor's proclamation and Gerry is working with Nichole's dad to get the house and senate proclamation.

Gerry reported that the committee is trying to work on a way to void going through the process every year. Nichole recommended trying to introduce legislation making March CGFM month.

**Membership** – Britt Wood, Membership Co-Chair, reported on the draft letter to fiscal officers from Jan Sylvis. Britt also reported that we have hit 101% of our retention goal set by National. We have 33 new members and are 7 members away from reaching our new member goal set by National. We have a total of 401 members as of January 11, 2008.

Britt will give out the goody bag at the meeting Thursday.

**Newsletter and Public Relations** – Karen Hale, Chair, reported that Rhonda Williams will be sending out the meeting notices each month. So far 8 of 11 press releases have been publishing.

Karen also noted that the Southeastern Regional PDC is offering a 5% discount to CGFMs. Karen recommended this be considered for our events.

The deadline for the newsletter is February 11. Karen requested that committee leaders get things in to her as early as possible.

**Meetings and Attendance** – Ann stated that the joint meeting with the National Association of Black Accountant went well. Joe Kimery, Meetings and Attendance Co-Chair, reported that he has e-mailed the Institute of Internal Auditors (IIA) Chapter

regarding numbers for Thursday's meeting. Joe requested that IIA submit their number and then bring a check from the chapter on Thursday.

Joe reported that only 54 people have signed up for the meeting so far. The final announcement has not gone out yet.

It was noted that some people are worried about the state standards and accessing the Google group so this may be a factor in the low number of reservations.

Joe mentioned the May meeting and the need to contact the Wildhorse soon if we will be having our May meeting there. The CEC discussed having the May awards meeting be the 30<sup>th</sup> Anniversary event. The event could be held in the evening in late May or Early June. The 30<sup>th</sup> Anniversary event committee is being formed. Deborah Loveless will chair. Kathy Anderson, Melinda Parton, and some others will be needed to help plan the event.

The CEC also discussed having the committee appreciation lunch in lieu of the last CEC meeting of the year. Suzanne Sawyers mentioned having the committee appreciation luncheon at Maggiano's.

**Internet Committee** – Terry Mason reported that we have begun being charged for transactions on Google. Ann asked the CEC to check the website and try to keep the information current.

**Community Service** – Jennifer Lewis, Community Service Committee Co-Chair, reported that the chapter will be volunteering with Nashville Public Television on March 6<sup>th</sup> from 5-10 p.m. It was mentioned that this is the same day as the March luncheon. There was mention that the chapter may not order new AGA shirts this year and just use AGA shirts that have been worn in the past. The money saved from purchasing shirts could be put toward a monetary donation to NPT.

Jennifer reported that she has e-mailed Kristy Carroll regarding Brown Dog Foundation.

The Nashville Rescue Mission has volunteers for all nights in February.

Jennifer stated she has not received information from National regarding the New Orleans Habitat for Humanity project.

**President-elect** – Kathy Anderson, President-elect, stated that she has no report this month but quarterly points are due soon.

**Early Career** – The Early Career Social was held this past Monday. Only 2 of 6 who confirmed attended. Next month's social will be on a Thursday and Charles Harrison is helping with the venue so he will be the guest member.

Patrick Cooper and Michelle Earhart joined the National Emerging Leaders Focus Group.

The Early Career Fair will be April 3<sup>rd</sup>. One agency has confirmed they will attend.

**Other Business**

30<sup>th</sup> Anniversary Event – Ann reported that Deborah Loveless will chair. The CEC may want to consider using some of the \$7,500 received from hosting the National PDC last June.

SEA Award – Evie Barry from National called Ann to report that Metro received an SEA award for their 2006 Performance Report. National is asking the chapter president to present the award and take photos to be placed on the National and Chapter websites.

The CEC discussed presenting this at the March meeting when the speaker will be Mayor Karl Dean. Ann will be working this out with William Aaron from Metro.

PDC Hotel Scholarships – The CEC discussed the 2 July PDC Hotel Scholarships received from National. One of these will be given with the year end PDC award. Two recommendations were made for the second scholarship:

1. Having an additional drawing for people whose office is willing to pay for travel and conference costs;
2. Drawing from committee members.

Ethics Advisory Committee – Gerry passed out the latest ethics advisory committee opinion regarding our questions on sponsorship and selling advertisements in the newsletter. In summary, a private sector member can solicit for sponsorship or the chapter can sell services such as advertising. The CEC discussed revising the monetary structure used for last year's Winter Seminar to be higher and closer to real market value.

Einhorn Research Fund – Ann reported that Deborah Loveless will ask about the Einhorn Research Fund at the next National Executive Committee Meeting. This will help us determine if we want to consider making a donation and how much.

GASB Donation – Kathy Anderson moved that we donate \$1,000 to GASB. Teresa Kennedy seconded. The motion passed.

The next CEC meeting will be on March 3<sup>rd</sup>.

The meeting adjourned at 1:05 p.m.