

March 2008 CEC Minutes

Submitted by Jennifer McClendon, Chapter Secretary

The Nashville Chapter's Executive Committee met on March 3, 2008, in Conference Room A on the 14th floor of the William R. Snodgrass Tennessee Tower. Chapter Executive Committee (CEC) members present were Nathan Abbott, Kathy Anderson, Ed Burr, Ann Collett, Michelle Earhart, Robbie Hunter, Teresa Kennedy, Hellens Kruszynski, Jennifer McClendon, Angela McElrath-Prosser, Terry Mason, and Mary Anne Queen. Committee leaders present were Karen Hale, Jennifer Lewis, and Suzanne Sawyers. Ann Collett, Chapter President, called the meeting to order at 11:24 a.m.

Ann reviewed the number of voting CEC members present and indicated there was a quorum. Quorum for the CEC is 8 members.

Ann introduced the Early Career Guest, Tonya Vanterpool who is an Accountant 3 with F&A. Tonya joined AGA last fall.

Ann stated that the CEC Minutes from February 4th had been provided to all CEC members for their review and asked if there were any further changes that need to be made. Michelle Earhart noted that the Early Career Fair was listed in the minutes as April 5th but is actually April 3rd. Jennifer McClendon moved to accept the minutes as amended. Robbie Hunter seconded. The motion passed.

Treasurer – Terry Mason, Chapter Treasurer, reported that the loan made to the Chattanooga Chapter for the Regional PDC has been paid back and the IIA luncheon payment has been received.

Ann interjected with information regarding our payment to the Tennessee Society for CPA's. Ann stated she had spoken to the TSCPA to follow up on the evaluations we sent them and the concerns over the Ethics presentation at the Winter Seminar. The TSCPA agreed to not deposit our check, unfortunately it had already been deposited so Ann is working on getting this money back for the Education Budget. The Education Committee may still need to do a budget revision because expenses were more than 10% different than budgeted expenses. Everyone still receives CPE for the ethics presentation at the Winter Seminar.

Terry announced that the 6-month CD matured on 2/27. Depending on the interest rate, she and Ann will make a decision on the length of time to renew the CD.

Finance Committee – Angela McElrath-Prosser, Finance Committee Co-Chair, announced that volunteers are still needed to take money at Thursday's meeting. Michelle Earhart volunteered to take money.

The retention policy still needs some work. There are questions regarding storage, who keeps the records, how to store electronic documents, etc.

Terry Mason will be working on the cash receipts and disbursements policy next week.

Community Service – Jennifer Lewis, Community Service Co-Chair, announced that in lieu of purchasing shirts for NPT volunteers, we will be making a \$400 contribution to NPT. National has agreed to match our contribution. All arrangements are set for Thursday night's project at NPT.

Currently there are 6 Habitat Volunteers but AGA needs to provide a team of 16-18 for the April 5th project. If we make monetary contributions to Habitat for Humanity, National may match those too. Ray Register will make an announcement about the Habitat project at Thursday's meeting.

The Country Music Marathon has no volunteer yet. Jennifer McClendon will announce the volunteer opportunities at Thursday's meeting.

The CEC discussed the New Orleans Habitat for Humanity project because there is \$500 in the budget for anyone who wants to go. If multiple people go, a decision will have to be made on how to split the \$500.

Program Committee – Robbie Hunter, Program Committee Co-Chair, announced that Mayor Dean will have 2 people with him on Thursday. The April speaker is Linda Biek and she will be speaking on emerging issues for CPA's.

The Chieftains' Concert is tomorrow night and there has been one cancellation. Robbie will send an e-mail to the Google group about this.

Early Career Committee – Michelle Earhart, Early Career Co-Chair, announced that the IRS has confirmed for the Early Career Fair. There are two employers pending, THDA and USDA. There are a few student registrations in.

There will be a joint social for Early Career Members and New Members on 3/13. There have been several generous donations from members that are making this social possible. Michelle stated that there may need to be a budget amendment to the Early Career budget.

A survey of Early Career members was done and 8 responses were received. The responses were very negative. This information may be used for planning events next year and improving networking opportunities at meetings.

Michelle stated that she hope to announce the Early Career CGFM subsidy winner at Thursday's meeting.

Michelle and Patrick Cooper are serving on the National Early Career Task Force. There has been discussion of making the mentoring program mandatory.

Membership Committee – Ed Burr, Membership Committee Co-Chair, announced that the letter from Jan Sylvis to fiscal directors is about to be sent. The New Member letter from Ann has been sent. We have 403 members and we are 5 short of the new member goal set for us by National. Ed reported that there is still money available for recruiting pizza parties.

Awards Committee – Teresa Kennedy, Awards Committee Co-Chair, reported that the scholarship applications will have a watermark image on the back of the application. The deadline for scholarship applications is set for April 22nd. If there is no May luncheon, the scholarship application deadline will be extended. The CEC discussed inviting scholarship winners to the September Luncheon or to the Gala.

Teresa reported that the point's spreadsheet has been e-mailed out. The spreadsheet needs updated education points. Teresa will be e-mailing members who qualify for the end of year PDC drawing.

The National Awards deadline is April 4th. Gerry Boaz is working on the nomination of Deborah Loveless for the Einhorn-Gary award. Teresa announced that there are individual committee awards too and asked that all committee chairs and co-chairs go to the website for applications.

Teresa reported that individual chapter committee awards need to be approved by Ann and the Awards committee. These are due by March 20th.

President – Ann reported that Deborah Loveless will attend the CEC lunch next month to discuss the gala planning. The tentative date is June 13th. Serving on the committee right now are Ron Ericksson, Phil Carr, Ann Collett, Melinda Parton, Nichole Curtiss, and Jennifer McClendon. The anticipated need is \$10,000-\$15,000. We will save approximately \$2,000 by not having the May luncheon. We received \$7,500 for hosting the PDC so we can consider part of those funds for the gala. The Program Committee's social budget has \$750 that can be used. We may also have additional sponsorship dollars. Members will be charged a fee to attend. Kathy Anderson moved to approve a budget of \$10,000 for the gala. Michelle Earhart seconded. The motion passed.

Ann stated that she will announce this at Thursday's meeting and that there will be no May meeting but that there will be a 30th Anniversary Gala.

Ann requested that committee rosters be updated. The second PDC hotel scholarship will be drawn from committee members who are interested.

Mindy Stooksbury, Regional VP has asked for some volunteers to moderate at the Southeastern Regional PDC.

Education Committee – Nathan Abbott, Education Co-Chair, reported that one member from Cookeville was sick during the Winter Seminar and had asked if they could be refunded. The attendees were told no refunds but possible credit. This person has been a

member for over 20 years and retired from County Audit. They come to the Winter Seminar every year. Kathy Anderson moved to give this member a credit. Hellens Kruszynski seconded. The motion carried.

Nathan also reported that the co-chairs met and decided not to do another CPE breakfast because the chapter loses money on this. This saves money that could be spent on the Gala. The CEC discussed and there will not be another CPE breakfast this year.

CGFM Committee – Ann reported that Ron Queen, CGFM Co-Chair had called her. March is CGFM Month and no representatives from any offices have stated they will be able to attend Thursday's meeting. The proclamations are not yet framed but will be at the meeting. Ron also reported through Ann that Jim Woods with Metro and Terry Mason both passed Exam 2. The committee is working on a letter to go out to legislators.

Newsletter and Public Relations – Karen Hale, Newsletter and PR Chair, reported that a press release will be sent out announcing CGFM Month. Karen also stated that she will send a press release regarding Nichole Curtiss passing the CGFM. Karen reminded everyone that March 10th is the newsletter deadline.

Meetings and Attendance Committee – Suzanne Sawyers, Meetings and Attendance Co-Chair reported that 95 people are confirmed for Thursday's meeting. Melvin Jones may do the invocation.

Internet Committee – Nathan Abbott, Internet Committee Co-Chair, reported that the chapter listserv moved to Google groups because the old listserv was getting caught by the state's spam filter. The items sent to the listserv still go to Nathan and Dan Willis for approval. Britt Wood sent an e-mail to OIR regarding Google groups and OIR's acceptable use policy. Using this group does not violate OIR's acceptable use policy.

President-Elect – Kathy Anderson, President-Elect, had nothing to report.

Thursday's Meeting – Ann reported that at Thursday's meeting Metro will be presented with their Service Efforts and Accomplishments Award. The CGFM Month Proclamations will be on display. There will be acknowledgements regarding CGFM's who have passed the test.

Announcements will include:

Michelle Earhart – Career Fair and Subsidy

Ray Register – Habitat for Humanity Project

Jennifer McClendon – Country Music Marathon

Ann Collett – Reminder of dues by March 31 and April 30 is deadline for points to qualify for PDC drawing; March 26 will be an audio conference; the South East Regional PDC may need moderators; Committee Appreciation Lunch

Teresa Kennedy – National Awards deadlines and local awards.

The next CEC will be March 31. The meeting adjourned at 1:03 p.m.