

## October 2007 CEC Minutes

*Submitted by Jennifer McClendon, Chapter Secretary*

The Nashville Chapter's Executive Committee met on October 1, 2007, 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 Nathan Abbott, Kathy Anderson, Gerry Boaz, Ed Burr, Ann Collett, Michelle Earhart, Robbie Hunter, Joe Kimery, Jennifer McClendon, Angela McElrath-Prosser, and Terry Mason. Committee leaders present were Karen Hale, Jennifer Lewis, Suzanne Sawyers, and Scarlet Sneed. Ann Collett, Chapter President, called the meeting to order at 11:25 a.m.

### **Welcome**

Ann welcomed everyone to the October meeting including Scarlet Sneed who was attending her first CEC meeting as the Awards Committee Co-Chair. Ann stated that there was not an Early Careers member in attendance at this meeting but there would be at future meetings.

### **Approval of CEC Minutes**

Ann stated she had noted one change that needed to be made to the September CEC minutes. The change was noted and Michelle Earhart made a motion to accept the minutes as published with the noted change. Nathan Abbott seconded the motion. The motion passed.

### **Community Service Committee**

Jennifer Lewis, Community Service Committee Co-Chair, stated that the committee's point structure has been sent to the points subcommittee. The Community Service Committee is waiting on feed back and instructions on their points structure.

The Project Pencil supply drive continues through Thursday's meeting. Our Project Pencil Partner, Alex Green, still needs tutors.

The October Activity, "Making Strides Against Breast Cancer" 5 mile walk has raised 51% of the \$1,000 goal. There are currently 4 team members. Elaine Anderson will speak about being a breast cancer survivor at Thursday's meeting. Ann asked that we ensure chapter members know there is no fee to join the team. Ann encouraged CEC members to be an example and encourage others to participate.

### **Meetings and Attendance Committee**

Joe Kimery, Meetings and Attendance Committee Co-Chair, reported there are 82 people signed up for Thursday's meeting as of this morning which is 27 less than last month. Joe stated that he has to turn in the final numbers for Thursday's lunch on Tuesday and he will discuss issues with the delay in the line with the manager when he turns in the final numbers. Scarlet Sneed will be taking up money at state audit prior to Thursday's meeting.

### **Early Careers Committee**

Michelle Earhart, Early Careers Committee Chair, reported that the committee had 13 members in attendance at their first social this past weekend. The social cost more than the committee would have liked. There will not be an Early Career social in October. The committee has received some ideas for future social events but needs to find less expensive options.

The library has confirmed April 3, 2008 for the Career Fair.

### **Program Committee**

Robbie Hunter, Program Committee Co-Chair, reported that the National Association of Black Accountants has agreed to a joint meeting in January.

Robbie discussed Linda Biek who was formerly the Executive Director of the Board of Accountancy and whether we should retract her invitation to speak in April. Robbie stated that Ms. Biek left the Board of Accountancy. Ms. Biek is now working for NASBA but is still listed as a speaker on Ethics training for the Tennessee Society of CPAs. The CEC agreed that Ms. Biek would still be a good speaker with her work at NASBA.

Robbie stated that she will be moving forward with efforts to get in touch with Karl Dean. Ann recommended Diane Neighbors if we could not get Karl Dean. There are no plans on the social yet.

### **Chapter Recognition**

Ann reported for President-Elect, Kathy Anderson. The chapter received 500 points per report for the two citizen-centric reports recently completed by the Comptroller's office. Gerry Boaz, Immediate Past-President, recommended having our chapter set a precedent by completing a citizen-centric report.

### **Awards Committee**

Ann reported that Teresa Kennedy will e-mail the sub-committee with changes to be put in the points spreadsheet. The CEC will review the points structure before it is presented to the chapter. Gerry mentioned that National has established a New Regional Coordinator Award.

### **Public Relations & Newsletter Committees**

Ann reported that Karen Hale, Public Relations & Newsletter Chair, needs more people to post meeting notices in their buildings. Ann noted that Beth Pugh should be asked to put one up at THDA in Parkway Towers. Robbie Hunter volunteered to hang a notice at Metro Center for the November meeting.

Ann reported that Amy Abbott has stepped down as Newsletter Editor. Ann stated that Amy and Mary-Anne Queen are helping Karen with the newsletter so between the three of them the newsletter will get done. Ann stated Karen will be working with formatting the newsletter and submissions are due by October 10<sup>th</sup>.

### **Education Committee**

Nathan Abbott, Education Committee Co-Chair, reported that the committee met this morning and decided the Breakfast CPE will be held October 24 at the Nashville City Club. Ann asked about hosting the Breakfast CPE in the Sommet Center's Suite Level Club. Nathan stated that this was too expensive and that the Committee also looked at hosting in the AmSouth building but had too short a time to find a caterer. Currently the price for the Breakfast CPE will be \$10 for members and \$20 for non-members. The speaker will be from TCRS and will talk about funding the state's retirement system and how Edison will affect the retirement system.

Nathan stated he needs to check the numbers on the Business Tax Seminars presented in the CEC report. We did not lose money on either Business Tax Seminar. Ann asked Nathan about continuing to host the Business Tax Seminars. Nathan said we should consider not hosting these in the future because we have not recruited new members from the seminars in recent years and AGA only controls the cost of the seminars and the venue.

Nathan reported that the Education Committee is on the way to completing the agenda for the Winter Seminar which will be hosted in the Tennessee Room at the Tennessee Tower. Ann recommended the Education Committee send out a "Save the Date" e-mail. Nathan will make an announcement at Thursday's meeting regarding the Breakfast CPE and the Winter Seminar.

### **Finance Committee**

Angela McElrath-Prosser, Finance Committee Co-Chair, discussed the Draft of Travel Policy #6. Gerry mentioned that AGA National has their own forms and rates for travel expenses. Gerry asked if we should use this in our policy instead of the state's travel reimbursement policies. The CEC agreed to use the state's travel reimbursement policies. Gerry recommended taking out the word "Area" as we are the Nashville Chapter, not the Nashville Area Chapter.

Gerry Boaz made a motion to approve Policy 6 with the word "Area" removed in reference to the Nashville Chapter. Robbie Hunter seconded the motion. Ed Burr made a motion to change the wording of the sentence that reads, "Mileage reimbursement for Community Service Projects will be considered for distances over 50 miles outside of Davidson county..." to state, "for distances over 50 miles from Nashville." Terry Mason seconded the motion. The CEC voted to approve Ed's amendment to the Policy and then voted to approve Policy 6.

### **Public Relations and Newsletter Committee (Revisited)**

Karen Hale, Public Relations Chair and Newsletter Editor, arrived at the meeting late and was asked if there was anything to add to her CEC Report. Karen stated that five of seven press releases have been published. She has taken on the Newsletter Editor position and has two committee members, Mary-Anne Queen and Amy Abbott. Mary-Anne will be gathering articles to put in the newsletter and Amy will be putting the

newsletter in the correct format. Ann informed Karen that Robbie Hunter will hang a flier at Metro Center for next months meeting.

### **Membership Committee**

Ed Burr, Membership Co-Chair, reported that Shirley Henry is now on the Membership Committee. Ann asked Ed about the \$400 National Chapter Recruitment Scholarship. Ed replied that Britt Wood is working on getting things ready for a committee meeting. After the committee meeting, a proposal regarding the scholarship will be brought before the CEC. Britt will present the membership bag at Thursday's meeting.

### **CGFM Committee**

Gerry Boaz, CGFM Committee Co-Chair, reported that the Exam Fee Subsidy drawing will be held at the November 1 meeting. So far there are five people signed up for the subsidy. At the November meeting, the five new CGFMs will be formally recognized. This month the committee will started directed study for exam 2. The directed study for exam 2 will be ten weeks instead of the eight weeks that was completed in the past.

The CGFM Committee met a couple of weeks ago and discussed items that will be included in next month's report.

### **Internet Committee**

Nathan Abbott, Internet Committee Co-Chair, reported that the website is up to date as of this morning. Nathan said he worked on the redesign last week. If you want announcements scrolling on the Power Point presentation, send them to Nathan by Wednesday.

### **Financial Evaluation Results**

Gerry Boaz presented the results of the financial evaluation completed by Ike Boone. Recommendations of the evaluation included expanding the mail log policy to include a comprehensive cash receipt function, the chapter should do a risk assessment, determine how to get around the President signing their own approvals for reimbursements and the checks for that reimbursement. The Policies and Procedures subcommittee needs to get together to address each area with new policies or editing old policies. Gerry stated that he and Terry Mason will be working on the risk assessment and to let him know if you are interested in helping.

To address other issues, Terry Mason, Chapter Treasurer, has completed a new schedule to go along with deposits; and an old policy needs to be updated to include a new column, the Treasurer and Secretary need new stamps for check receipts, and a separate procedure needs to be created to address finding 6.

Terry presented the financial statements for July, August, and September 2007 and discussed some changes she's made to the format of the statements. If any changes need to be made to the statements let Terry know. Joe Kimery mentioned the September luncheon fees are not on the statements. Terry stated that the invoice has not yet been received. Gerry Boaz mentioned a \$95 membership award to Alla Baranova that needs to

be paid. Terry stated that a request for payment needs to be made after a few issues are cleared up with Alla.

The CEC noted that the Chapter name in the evaluation was incorrect, but the evaluation was sent to national by September 30. The CEC discussed putting the evaluation on the website and a decision was made to not put it on the website but to make it available to any chapter members who would like to review it. The announcement regarding the evaluation will be published in the newsletter and on the Power Point Presentation at Thursday's meeting.

Gerry Boaz reported that the Annual Report is complete and was submitted to National by the September 30 deadline.

### **Ethics Commission Opinion**

Ann reported that she and Greg Cothron attended the Ethics Commission meeting where our questions were addressed. The commission has not finalized their opinion on our questions. The four commissioners voted 2 to 2 on the opinion. One even referred to it as "unfortunate consequences of going to this level of detail." The sponsorship committee will be getting together again and considering proceeding. The Ethics Commission seemed to be fine with us selling advertising space at fair market value, but they were not comfortable with sponsorship levels if we were not offering ad space or another service.

### **Thursday's Meeting**

Ann announced that this luncheon will not be a CPE luncheon. Da Norm will take photos. Ann and Robbie discussed who would introduce the speaker. Robbie stated that she can introduce the speaker and will be the back-up unless someone else comes to mind. Michelle Earhart recommended Dianne McKay.

Ann asked Joe for the attendee list so the head table could be determined.

Announcements will be made by Nathan Abbott regarding the breakfast CPE. Ann offered to make short announcements if CEC members would CC her on announcements they send to Nathan for the power point presentation.

Ann announced that Deborah Loveless has bags and red shirts left over from the PDC. If committees need them, please claim them.

The next CEC meeting will be October 29. The meeting was adjourned at 1:05 p.m.