



October 2002

Volume 25, Number 2

**The President's Message**

by Jim Arnette

**THE NASHVILLE CHAPTER NEEDS A FEW GOOD MEN AND WOMEN!**

One hundred to be precise in order to meet our chapter membership goal for the coming year. AGA has identified membership as the organization's greatest challenge for the 2002–03 year. Charles Harrison, Nashville chapter member, past national president, and chairman of AGA's 2002–03 membership campaign, spoke to us at our September luncheon meeting about AGA's focus on membership recruitment and retention. Charles discussed TEAM REAP, Recruit and Retain Essential Accountability Professionals. TEAM REAP is AGA's membership theme for the 2002–03 year. AGA's national membership goal is to recruit at least 2,300 new members while losing no more than 1,900. This would result in a net growth in membership of two percent. Charles also talked to us about some of the many incentives the TEAM REAP campaign is offering AGA members to encourage us to recruit new members. One such initiative is a drawing for a trip for two to anywhere in the continental United States, Alaska, Hawaii, or the Caribbean. Your name is put in the drawing each time you recruit a new member.

At the chapter level, Ann Collett, co-chair of our membership committee, also talked to us in September about membership incentives for our chap-

ter. For every four new members you recruit, you will receive \$50. You will also be eligible for the membership grand prize at the end of the year. As I mentioned earlier, our chapter needs to recruit 100 new members in order to meet our membership goal as determined by national. While 100 appears to be a very ambitious goal, it is possible. Ann and her committee are working very hard to try to meet our membership recruitment goal and to support Charles and the national membership campaign.

How will AGA meet its national membership goals? Where will our chapter find 100 new members? According to Bill Anderson, AGA's national president, if we continue to target those people in our immediate workplace or with similar academic and

*(Continued on page 2)*

**Chapter Recognition Points YTD**  
*(through 09/30/2002)*

Leadership	2,950
Education	2,975
Certification	1,150
Communication	2,191
Membership	75
Community Service	200
Awards	200
<b>Total points YTD</b>	<b><u>9,741</u></b>

**Chapter Goal = 10,000**

**CHAPTER MEETING**  
**(Joint Meeting with IIA)**

**Thursday**  
**October 17, 2002**

**Speaker:**  
**John Morgan, Tennessee**  
**Comptroller of the Treasury**

11:30 a.m. - Cumberland Club  
**COST: \$8.00 per member**

Make your reservation with the receptionist at (615) 747-5201 by 4:30 p.m. Monday, October 14, 2002

You can also make your luncheon reservation online at <http://www.nashvilleaga.org>.

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## The President's Message

(Continued from page 1)

professional backgrounds, eventually AGA will reach the saturation point in terms of potential candidates. To avoid membership growth stagnation, Bill suggests diversifying our membership. For membership in AGA to grow, we need to recruit a mix of members who represent the different professional areas of the government accountability profession. Accountants, auditors (financial, performance, information systems), financial managers, budget analysts, information technology specialists, purchasing agents, fraud investigators, etc. at the state, local, and federal level are all potential AGA members. We all know someone who fits in one of those categories and is currently not a member of AGA.

Bill Anderson has challenged each AGA member to recruit at least one new member this year. I encourage you to accept this challenge. Our monthly luncheon meetings, continuing professional education, rewarding community service activities, and networking opportunities help make AGA membership an attractive proposition.

In closing, our chapter is off to a great start! One hundred seven people attended our September luncheon. Phil Ponder did a wonderful job as our luncheon speaker. The art process he uses to create his prints of Nashville and surrounding landmarks was fascinating. I had no idea that he went to such extremes to make sure his prints are accurate to scale and in appearance, even down to the number of bricks or the shape of stones. Try counting the bricks on your house this weekend if you need something to do.

Let's get busy recruiting new members. There is money to be made and a trip to win! The magic number is 100. See you in October!

## News from National

### Join AGA's National and Regional Leadership!

AGA is seeking leadership nominations for National President-elect, National Treasurer-Elect, Senior Vice Presidents for Regional Services, and Regional Vice Presidents-Elect. Nominations are due Friday, October 25, 2002.

Additional details can be found at <http://www.agacgfm.org/about/downloads/2002NominationsBrochure.pdf>.

### AGA 9/11 Relief Effort

AGA presented checks for \$11,000 each to the families of three AGA members who were killed in the September 11 attack at the Pentagon. AGA Executive Director Charles W. Culkin Jr., CGFM, (far left) and AGA National President William J. Anderson Jr., CGFM, (second from right) presented checks to (left to right) Juan and Jose Padro, son and husband of Diana Padro, and Abraham Scott, husband of Janice Scott. Diana Padro, Janice Scott and Patricia Mickley, CGFM, were members of the Northern Virginia Chapter. Their families were the beneficiaries of the \$33,000 raised during the past year by AGA chapters and members.

Thank you again to all who donated.



### Special Back to School Offer

AGA is offering a **20 percent discount** as a **Back To School Special** for the online GFM Course - *The Governmental Environment* during September, October and November 2002. The cost of this online course is \$195, but during this special offer the cost is **just \$156!** Available 24 hours a day, seven days a week from the comfort of your home or office.



Additional details can be found at <http://www.agacgfm.org/academy/index.htm>.

### Free CPE Now Available

In partnership with PricewaterhouseCoopers (PwC) and Netcertification, AGA is now offering an opportunity to earn **FREE CPE!** Utilizing a recent radio broadcast from the *Business of Government Hour* program, you can access a four-part series discussing "Conversations About Management."

Additional details can be found at <http://www.agacgfm.org/academy/index.htm>.

## **Committee News**

### **CGFM COMMITTEE**

The committee plans to continue with the exam fee subsidy drawing, free lunch for those passing the exams, disbursing brochures at meetings to extol the virtues of becoming a CGFM certificate holder, and providing notice of training relevant to CGFM exam content. Last year's committee accomplished its short-term plan for developing a brainstorming study session for the CGFM exams. The committee plans to develop another seminar-type brainstorming study session this year, if enough interest is expressed, to prepare potential CGFM exam candidates. The committee also plans to provide formal training for individuals who plan to take the CGFM exams. The purpose of these sessions will be to assist the AGA members who plan to sit for the CGFM exams by discussing the various topical areas of the three exams and to provide CPE. The brainstorming session is tentatively planned for February 2003. The training is tentatively scheduled for May or June 2003. All members interested in participating in this training should contact the committee co-chairs, Gerry Boaz ([Gerry.Boaz@state.tn.us](mailto:Gerry.Boaz@state.tn.us)) or Rebecca Barr ([Rebecca.Barr@state.tn.us](mailto:Rebecca.Barr@state.tn.us)).

#### **Free Lunch for Those Passing the CGFM Exam**

The CGFM Committee is continuing its program to congratulate those individuals passing the CGFM exams by offering lunch certificates that are good for a free lunch at any AGA luncheon meeting. If you passed the CGFM exams during September 2001 – September 2002 and have not received a lunch certificate, please contact Gerry Boaz ([Gerry.Boaz@state.tn.us](mailto:Gerry.Boaz@state.tn.us)) or Rebecca Barr ([Rebecca.Barr@state.tn.us](mailto:Rebecca.Barr@state.tn.us)).

#### **Win Financial Assistance Toward CGFM Exam Fees**

The CGFM Committee is pleased to announce its plans to continue fully funding CGFM exam fees for three members. AGA members who are interested in sitting for the three exams required to achieve CGFM certification and who meet eligibility requirements to sit for the exams may win an exam fee subsidy. The committee will fund the entire exam fee of \$327 for three members. A drawing will be held at the November 2002 meeting to determine winners. Winners must sit for all parts of the exam by July 2003. Winners will be reimbursed for the exam fees. For the opportunity to be one of the winners, please email the committee co-chair, Gerry Boaz at ([Gerry.Boaz@state.tn.us](mailto:Gerry.Boaz@state.tn.us)) between now and November 8 stating your interest and that you are eligible to sit for the exam, and your name will be included in the November drawing. Please enter the drawing only if you fully intend to sit for the exam during the applicable period. Committee co-chair, Rebecca Barr ([Rebecca.Barr@state.tn.us](mailto:Rebecca.Barr@state.tn.us)) has CGFM brochures and exam applications for interested members.

To be eligible to sit for the exam, you must have a bachelor's degree from an accredited college or university and have completed 24 hours of study in accounting, auditing, budgeting, economics, electronic data processing, finance, information resources management, public administration, or other financial management topics. You must have at least two years of professional-level experience in government financial management (this experience requirement does not have to be met before taking the exams, but must be completed before you can become certified). Your experience must involve government financial management at a professional level in federal, state, or local government, the private sector, or academia.

The Department of Personnel includes the CGFM certification in the list of certifications eligible for a one-step salary increase. A salary increase **may** be granted to employees of the State of Tennessee if the certification is obtained by passing the exams. To be certain that you qualify for the salary increase, obtain approval from your supervisor and the Department of Personnel **before** sitting for the exams. For specific details see the Department of Personnel Policy #90-031 (10/10/90) amended March 23, 1999.

### **Mark Your Calendar!**

#### **October 14, 2002**

CEC Meeting  
11:30 a.m.  
15th Floor Conf. Room  
James K. Polk Building

Deadline for making  
reservations for the October  
Luncheon Meeting

#### **October 17, 2002**

Chapter Luncheon Meeting  
11:30 a.m.  
Cumberland Club  
Speaker: John Morgan,  
Tennessee Comptroller of  
the Treasury

#### **November 21, 2002**

Chapter Luncheon Meeting  
11:30 a.m.  
Cumberland Club  
Speaker: Patsy Pagan,  
President of Pat Pagan &  
Associates

### **NEWSLETTER ITEMS?**

Please call the Newsletter Chair, Will Hancock, at (615) 747-5293 or FAX at (615) 532-2765, with any member news or other items for the newsletter. You may also e-mail newsletter items to:

[Will.Hancock@state.tn.us](mailto:Will.Hancock@state.tn.us)

**Please have information and articles for the newsletter turned in by the third Friday of each month.**

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## Committee News (Cont.)

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### EDUCATION COMMITTEE

The Nashville Chapter will be giving one hour of CPE for CGFMs who attend the monthly lunch. CGFMs who place their lunch reservation should indicate that they are a CGFM so that a certificate can be ready for them the day of the luncheon. Please note that this CPE only applies toward the CGFM certification, and does not count for CPE hours for the CPA, CFE, CISA, or any other professional certification. If you have any questions please contact Mason Ball, Education Chair, at (615) 747-5287 or by e-mail at [Mason.Ball@state.tn.us](mailto:Mason.Ball@state.tn.us).

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### MEMBERSHIP COMMITTEE

The Membership Committee would like to thank Charles Harrison, the Chair of the National 2003 Membership Campaign for speaking at the September luncheon about membership in AGA. Charles, a past Nashville Chapter President, as well as a past National President, sent a letter in September to each of you, challenging you to recruit one new member. He posed the question “**Have you done your part to help this great Association become stronger and more representative?**”

Our chapter goal for the year set by National, is 99; lets say **100** for the sake of rounding! We’ve got 12 so far, so we’re on our way. It’s going to take the work of the chapter members, not just the CEC or the Membership Committee, to reach this goal. Take a look around your office; there is probably a co-worker or two who has never been a part of AGA who you could invite to a chapter luncheon and encourage to join. And to give you additional incentive:

- Sponsors of two new Nashville Chapter members will receive a certificate for a **free** chapter luncheon.
- For every new member you sponsor, you will earn 2 points for the drawing for the Chapter Service Award (the National PDC give-away).
- **For every 4 members you sponsor, you will get \$50!!!!**
- The details of the year-end grand prize will be announced later!
- You can also win prizes through the national office of AGA! The national campaign “Team REAP- Recruit and Retain Essential Accountability Professionals” is off and running.

Don’t forget to tell the people you are trying to recruit that after they join, they’ll receive a voucher for a **free** chapter luncheon meeting!

Be sure to have the person you are sponsoring include your name and membership number, if possible, on the application, so that you will receive proper credit both at the local chapter level and at the national office level.

**Retention** is also important to this chapter. Encourage members you sponsor to attend meetings, participate in community service events, etc. so they will see the benefits of being in the chapter.

We also ask that you help us get back some of the members you know who have let their membership lapse. Remind them of the benefits of being in AGA.

[http://www.agacgfm.org/membership/m\\_services.htm](http://www.agacgfm.org/membership/m_services.htm)

This link takes you to the **Member Services** section of the National AGA website. Some of the things you can do there include: submit an address change, renew your membership on-line, sign up a new member, print applications, and find out additional information about AGA. Check out the “10 Great Reasons to Join AGA.”

There are membership materials available locally. If you would like some of these, need your membership number, or have questions, contact Ann at [ann.collett@state.tn.us](mailto:ann.collett@state.tn.us) or Tommy Chester at [thomas.w.chester@state.tn.us](mailto:thomas.w.chester@state.tn.us).

“Let us so live that when we come to die even the undertaker will be sorry.”

- Mark Twain

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## Committee News (Cont.)

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### MEETINGS AND ATTENDANCE COMMITTEE

#### **To Make Reservations Each Month (2 options)**

1. On-line Reservation: Go to the Nashville Area Chapter's website at <http://www.nashvilleaga.org/> click on "Make your lunch reservation on-line" and follow the instructions.
2. Phone Reservations: Call Paula Null at (615) 747-5201.

#### **To Make a Standing Reservation**

With a standing reservation you will not have to call every month to reserve your seat for lunch – it will be **automatic**. If you are unable to attend the luncheon any particular month, just call and cancel your reservation for that month.

If you would like to make a standing reservation or at any time you would like to be taken off of the standing reservation list, please contact Julie Rogers at (615) 747-5218 or e-mail at [Julie.A.Rogers@state.tn.us](mailto:Julie.A.Rogers@state.tn.us) with your name and telephone number. If for some reason you can not attend a monthly luncheon please contact Julie Rogers at (615) 747-5218 or e-mail at [Julie.A.Rogers@state.tn.us](mailto:Julie.A.Rogers@state.tn.us) by 10:00 a.m. the day of the luncheon.

**Even if you were on the standing reservation list last year, you will still need to renew it for this year.**

#### **To Cancel a Reservation**

If you are unable to attend the luncheon please call Julie Rogers at (615) 747-5218 or e-mail at [Julie.A.Rogers@state.tn.us](mailto:Julie.A.Rogers@state.tn.us) to cancel your reservation.

#### **Cancellation Policy**

In order to avoid being charged for the luncheon reservation cancellations **must** be received by **10:00 a.m.** the day of the chapter meeting. If you arrange for another member who did not have a reservation to attend the luncheon meeting in your place, you will not be charged for the lunch. The substitute member's name should be indicated on the sign-in sheet next to your name. If you make a reservation and do not attend the meeting, do not cancel your reservation, or do not arrange for a substitute, **you will be billed for your lunch.**

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### AWARDS COMMITTEE

The member incentive award or PDC drawing has taken on a new name this year. It will be known as the **Chapter Service Drawing**. Get involved and support your chapter this year, and you could win an all expense paid trip to **Chicago, Illinois**, for the **52nd Annual Professional Development Conference** which will be held June 29-July 2, 2003. The Chapter Service Drawing will take place at the May 2003, luncheon meeting.

To be eligible for the drawing, you must accumulate at least **12 points** through participating in various activities of the chapter. Attending the monthly luncheon meeting will not earn you enough points by itself, so you need to find additional ways to get involved. As always, we have lots of ways for everyone to get involved, have some fun, and **win!**

The committee has made some changes in the way you earn points this year—be sure to check out the list below:

#### Points:

Luncheon attendance	1 point
Attending chapter sponsored training	2 points
Sponsor new member	2 points
Service on a chapter committee	2 points each
AGA community service projects (Including VITA, )	1 point per hour served
Newsletter article (Financial topic)	8 points each
(Nonfinancial topic)	4 points each
Obtaining CGFM certification	8 points upon completion
Attending chapter sponsored social event	2 points
<b>New for this year</b>	
Sponsoring a Luncheon Guest (10 point maximum)	1 point for each guest

Start working on the **12 points** you'll need to get your name in the Chapter Service Drawing. For each point you earn, you will receive one chance in the year-end drawing. Everyone is eligible!

Just think, next summer you could be in the Windy City where you could shop on Michigan Avenue or catch a foul ball at Wrigley Field. Good Luck and start accumulating those points.

## Committee News (Cont.)

### COMMUNITY SERVICE COMMITTEE

#### Second Harvest Food Drive

Through October and November this year, AGA Nashville Chapter will be sponsoring a food drive for Second Harvest Food Bank of Middle Tennessee.

Second Harvest distributes food and other products to 512 non-profit partner agencies in 37 counties. The partners include food pantries, soup kitchens, shelters, foster care facilities, senior centers, group homes, day care centers, and youth enrichment programs. By getting food from Second Harvest, these agencies are able to spend their precious resources on programs to strengthen their communities.

Second Harvest also manages an Emergency Food Box program to feed hungry individuals and families on an urgent-need basis. The emergency food boxes provide three-days' worth of staple food items for each member of the household. The boxes usually contain products such as **canned meats, canned fruits & vegetables, macaroni & cheese, dried beans, rice, and peanut butter** - items Second Harvest needs most.

This year, we are asking for volunteers from the chapter to place collection boxes in their work areas. Promotional posters and pick up of donated items will be provided. This will enable us to collect contributions from co-workers who may not be AGA members and will eliminate the need to transport all of the food donations at once. Please contact Ray Register at 253-8104 or [Ray.Register@state.tn.us](mailto:Ray.Register@state.tn.us) if you are willing to place a collection box in your work area. Food items, as well as monetary contributions will also be collected at the November chapter meeting.

### NEWSLETTER COMMITTEE

The newsletter is available electronically, in Adobe Acrobat format. To view the electronic newsletter, the Adobe Acrobat Reader must be installed on your computer. The Reader can be downloaded for free at <http://www.adobe.com/products/acrobat/readermain.html>. The electronic version of the newsletter can be obtained from the Nashville Area Chapter's website at <http://www.nashvilleaga.org>.

#### **Corrections to the August newsletter:**

The committee news starting at the top of page 4 was from the CGFM Committee, not the Awards Committee

The CGFM training is scheduled for May or June 2003, not May or June 2002.

Future corrections should be brought to the attention of the Newsletter Chair at

[Will.Hancock@state.tn.us](mailto:Will.Hancock@state.tn.us)

The Nashville Chapter of the Institute of Internal Auditors presents the 12<sup>th</sup>  
Annual

### Accountants and Auditors Awareness Seminar

*Sponsored by the Government Affairs Committee*

January 27, 2003 – Willis Conference Center

#### Speakers include:

Dr. Larry Ponemon, CEO, Privacy Council Inc., Dallas/Ft. Worth  
John Ferguson, CEO, Corrections Corporation of America  
Steve Curry, Executive Assistant to the Treasurer, State of Tennessee  
Beth Chapman, Director of Unclaimed Property, State of Tennessee  
Walt Vance, President, Nashville Chapter of the IIA

Brochures will be sent out soon. If you do not receive one and are interested, or if you have any questions, please contact

Nancy Bernstein at either [nancy.bernstein@state.tn.us](mailto:nancy.bernstein@state.tn.us) or 741-1651.

### Hear Ye! Hear Ye!

The Tennessee Chapter of the American Society for Public Administration presents its

**17<sup>th</sup> Annual Fall Symposium**  
**Thursday, December 5, 2002**  
**8 AM – 4:30 PM**

Room 354, Tennessee State University,  
Avon Williams Campus

**Planning for Tennessee's Future:**  
*The Roles of Local, State, and  
Federal Government in the Growth of  
Tennessee*

Additional details and registration forms can be found on the Nashville Area Chapter's website at:

<http://www.nashvilleaga.org>

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## **Committee News (Cont.)**

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### **COMMUNITY SERVICE COMMITTEE (Cont.)**

#### **Project Pencil**

Alex Green is currently starting a new project that will encourage their students to read at a higher level. The students are given a choice of books from the Accelerated Reader program to read. Historically, the students choose the books with the lower value to read. In order to qualify for this project, the students must choose a book with a value of .5 or 1, depending on the grade level. They are then required to pass the AR test for the book with a grade of 85 or more. As an award for doing this, those students will be permitted to choose a gift from the Book Fair held in November with a dollar value up to \$10.00. The school is asking for help with this endeavor. They are currently needing “prizes”, new toys or learning materials, to place in the Book Fair for the children to choose from. The school will also take monetary donations that can be applied toward the prizes. Please make checks out to AGA. We are asking for donations to be brought to the October meeting. These donations can also be dropped off at the designated areas that were set up for the Wish List through November 8, 2002. The students are responding well to this program. As of September 23, 2002, six children have read and made the appropriate score. If there are any questions please contact Tammy Farley at (615) 747-5221 or [tammy.farley@state.tn.us](mailto:tammy.farley@state.tn.us) or Gayle Wortham-Hatch at (615) 747-5222 or [gayle.wortham-hatch@state.tn.us](mailto:gayle.wortham-hatch@state.tn.us). Thank you.

AGA's response to the supply drive for Alex Green Elementary was outstanding. This year 859 individual items were donated, with an approximate dollar value of \$887.15. This was an increase from last year's total of 780 donated items. The community service committee would like to thank each member for his or her response. Ms. Porter, Principle of Alex Green, would like to express appreciation from the staff and students for the support that has been provided by AGA. The school is looking forward to future events with AGA.



*Community Service Committee volunteers, Kim Dorsey and Pat Finney hand over more supplies to Ms. Porter, Alex Green Principle.*

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#### **NOTE TO MEMBERS**

***It seems as if every organization is facing some budgetary concerns this year, and our Chapter is no exception.***

***In an effort to reduce printing costs, we are encouraging all members able to do so to accept the newsletter electronically. The newsletter is made available on the Chapter web site every month in PDF format, and e-mail notification of the release is sent to each member we currently have an e-mail address for.***

***If you are willing to be removed from the printed newsletter distribution list, please contact Will Hancock at (615) 747-5293 or via e-mail at [Will.Hancock@state.tn.us](mailto:Will.Hancock@state.tn.us).***

## **Meeting Minutes**

### **September Chapter Meeting**

*Submitted by Elaine Anderson,  
Chapter Secretary*

The Nashville Area Chapter held its monthly meeting at the Cumberland Club on Thursday, September 19, 2002. President Jim Arnette called the meeting to order and introduced persons at the head table. Melvin Jones gave the invocation. Member guests and new members were introduced. Michael Timme introduced the guest speaker, Mr. Phil Ponder. Mr. Ponder spoke on how he developed his style of painting. He shared many of his famous prints and a new print, which is not yet released. He also discussed the proposed capital budget for Metro Nashville Davidson County.

Charles Harrison spoke on AGA's national recruitment and retention campaign, REAP, and outlined its goals and incentives. Ann Collett announced the recruitment incentives available from the local chapter. Both encouraged chapter members to be active in the chapter, and to recruit new members and past members whose memberships have expired.

David Sturdevant gave an explanation of the points structure for the Chapter Service Award and announced that the 2003 PDC will be in Chicago.

Gerry Boaz announced that Allen Staley, Michelle Elliot, and Derrick Martin have passed the CGFM exam. He reminded those planning to take the exam to sign up for the subsidy drawing. He also announced that he or Rebecca Barr should be notified when a member takes any part of the CGFM exam and when the individual successfully passes all parts of the CGFM exam.

Ray Register announced the Community Service Project for October and November would be Second Harvest Food Bank. He encouraged chapter members to place a food collection box in their work area for Second Harvest. The project will run through November 21.

Melinda Parton won \$50 from the fish-bowl drawing.

Ron Anderson provided the answer to the September AGA puzzle.

Jim Arnett announced that John Morgan will be our speaker for October. The meeting was adjourned until October 17, 2002.

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### **September CEC Meeting**

*Submitted by Elaine Anderson  
Chapter Secretary*

The Nashville Area Chapter's Executive Committee met on Monday, September 16, 2002, in the 15<sup>th</sup> floor conference room of the James K. Polk Building. President Jim Arnette called the meeting to order. Committee members present were: Jim Arnette, Dan Willis, Penny Austin, David Sturtevant, Suzanne Smotherman (for Mason Ball,) Ann Collett, Margaret Walker, Elaine Anderson, Karen Hale, Gerry Boaz, Clare Tucker, Tammy Farley, Julie Rogers, Jennifer McClendon, Will Hancock, Rebecca Barr, and Phil Carr.

Jim Arnette noted the focus of the meeting today is to finalize the 2003 Budget and prepare for the first chapter meeting. He also recognized Jennifer McClendon and thanked her for agreeing to fill the positions vacated by Carrie Cook.

#### **Approval of Minutes**

David Sturtevant offered a motion that the August CEC minutes as printed in the September newsletter be approved. Penny Austin seconded the motion and it passed.

#### **Chapter Audit**

Tammy Farley has completed the Chapter Audit for the year ended June 30, 2002. Copies of the Financial Statements and Audit Report were handed out. Tammy reported future cash contributions to Project Pencil should pass directly

through to that organization and not be included as part of the Nashville Chapter's revenue. Jim Arnette thanked Tammy for donating her time to complete the audit.

#### **Chapter By-Laws:**

Margaret Walker entered a motion that the Nashville Chapter By-Laws be submitted to the National By-Laws Committee without change. Julie Rogers seconded the motion and it passed. Margaret will submit the by-laws to national.

#### **Budget/Finance:**

Jim Arnette presented the Budget for FY 2003. Education revenues and expenditures were the only changes from the version of the budget that was distributed at the August CEC meeting. Jennifer McClendon requested that \$115 be added to the "Early Career Members" budget for reimbursement of travel expense associated with job fairs. As a result of our chapter audit, Tammy Farley mentioned that Project Pencil donations should be removed from budgeted revenues. Also, any references to committee lunches were deleted from the budget document. David Sturtevant entered a motion that the budget be approved with the changes requested by Tammy and Jennifer. Ann Collett seconded the motion and it passed.

#### **Committee Reports:**

Treasurer's Report - Penny Austin presented Operating Statements for the period ended August 31, 2002, and reported cash balances in the operating account of \$25,616.10 and the savings account of \$22,537.34 on that date.

Meetings and Attendance - Julie Rogers reported approximately 50 people are currently signed up to attend the first AGA Chapter meeting on Thursday. She also reported the joint meeting with IIA has been scheduled for October and the joint meeting with ASPA has not yet been scheduled. The committee still needs volunteers to offer the invocation at the monthly meetings.

*(Continued on page 9)*

## Meeting Minutes

### September CEC Meeting

(Continued from page 8)

#### Education - No Report.

Suzanne Smotherman attended for Mason Ball. Jim Arnette asked the committee to report at the chapter meeting on September 19<sup>th</sup> the procedures to follow which will allow attendees to receive CPE for their presence at monthly chapter meetings. (CPE will only apply to CGFM's.)

Programs - Karen Hale reported the committee is still securing speakers for the monthly chapter meetings. She asked Charles Harrison to speak at the chapter meeting September 19<sup>th</sup> on the National incentives to increase and retain AGA members. Karen also mentioned that she is working to schedule a date for Bob Crowl, the southeast regional vice-president, to attend a luncheon meeting.

Awards - David Sturtevant reported the Awards Committee would make a recommendation at the next CEC meeting for allocation of the Scholarship Awards budget. David will speak at the chapter meeting September 19<sup>th</sup> on the points structure for the Chapter Service Drawing.

Newsletter - Gerry Boaz reported a couple of corrections to the September newsletter. (CGFM Committee report was under the caption "Awards" and CGFM training should be May or June 2003.) Will Hancock will print a correction in the October newsletter. The deadline for submitting articles for the newsletter is the third Friday of each month. Tammy Farley and Phil Carr will present profiles for the October newsletter.

Membership - Ann Collett reported 435 local AGA members as of August 31, 2002. Forty-four of the suspended members have now been reinstated. Ann will review the local incentives for recruiting and retaining members at the chapter meeting September 19.

CGFM - Gerry Boaz reported the committee met on September 16. Allen Staley and Michelle Elliot have both passed the CGFM exams. Individuals should notify Gerry Boaz or Rebecca Barr when they plan to sit for the CGFM exam. Gerry or Rebecca should also be notified upon the successful completion of any parts of the exam. A CGFM study session is planned for February or March 2003. The committee plans to send letters in conjunction with the Membership Committee to accounting organizations (e.g. Tennessee Society of CPAs) about the CGFM training. Only two people have signed up for the CGFM subsidy drawing. Gerry will review the CGFM requirements and who is eligible to sign up for the subsidy drawing at the chapter meeting on September 19.

Community Service - Tammy Farley reported 338 items have been delivered to Alex Green. The final drop off will be Monday, September 23. The Community Service Project for October and November will be Second Harvest Food Bank. Ray Register will provide information on this project at the chapter meeting on September 19.

Internet - Dan Willis reported the Internet Committee still requests input from committees as to what they would like on the site.

Early Careers - Jennifer McClendon reported Mason Ball attended a career fair at David Lipscomb University on September 10. The committee will have representatives at the following career fairs: Tennessee Tech University - September 17; Western Kentucky University - September 22; Belmont University September 23.

The next CEC meeting is scheduled for Monday, October 14, 2002. The meeting was adjourned.

### September Speaker John Morgan, Tennessee Comptroller of the Treasury



John Morgan graduated from Austin Peay State University in 1974 and did graduate work at Louisiana State University in 1974 – 76. He entered state government as a research assistant for the Legislative Fiscal Review Committee in 1976. From 1978 to 1980, he was a research assistant in the Department of Finance and Administration and from 1980 to 1982 was an administrative assistant to the State Treasurer. In 1982, he began working in the Office of the Comptroller of the Treasury as assistant director of Bond Finance, and in 1983, as director of Bond Finance. In 1987, he became assistant to the Comptroller as well as director of Bond Finance. In October of 1987, Mr. Morgan left state government, and was Vice President, Director of Public Finance for Third National Bank in Nashville. In February of 1989, he returned to state government as executive assistant to the Comptroller of the Treasury, and in January 1999, was elected Comptroller of the Treasury by the Tennessee General Assembly.

Mr. Morgan was born in Nashville, Tennessee and is married to Donna Morgan. They have two sons, Brian and Kevin.

## Member News

### Welcome New Members

The following is a list of new members who have joined since May. The Nashville Chapter offers them a warm welcome:

Bradley Childs, Belmont University  
 Chiengchay Intharong, Metro Nashville  
 Amanda Poston, State of Tennessee  
 Marco Rivers, Metro Nashville  
 Keith Lanius, Metro Nashville  
 Cathy West, Metro Nashville

Sharhonda Cole, Metro Nashville  
 Tony Mathews, State of Tennessee  
 Robyn Probus, State of Tennessee  
 Jennifer Whitsel, State of Tennessee  
 Denise Walker, Metro Nashville

### New Member Sponsors

Thanks to the following members who have sponsored new members and are on their way to earning prizes!:

Patricia Wright (3)  
 Carrie Cook  
 Leigh Anne Scheurman (2)

Susan Irby  
 Kathy Anderson  
 Kim Dorsey

For new members: As an extra incentive to attend chapter luncheon meetings, the chapter will do a cash prize drawing at year-end based on attendance. Each time a new member attends, his or her name will be put into the drawing!!!

### Member Accomplishments

Congratulations to the following members who have recently passed professional exams:

Michelle Elliott (CGFM)  
 Derrick Martin (CGFM)  
 Allen Staley (CGFM)

**If you know of fellow AGA members who have obtained certifications, degrees, job accolades, promotions, outside recognition or involvement, or other similar type of achievements, please contact Ann Collett at (615) 253-2159 or e-mail at [Ann.Collett@state.tn.us](mailto:Ann.Collett@state.tn.us).**

### Help wanted!! No experience required!!

How can you get more out of your AGA membership? Participation on a chapter committee is a great way to get to know other members while demonstrating your organizational or leadership skills. Have no talents? That's not possible - join a committee and discover how talented you really are. Participation on a committee does not require an extensive time commitment. The committees currently established are Awards, CGFM, Community Service, Early Careers, Education, Finance and Administration, Internet, Meetings and Attendance, Membership, Newsletter, and Program. Contact the current committee chair or any CEC member for more information on how you can become more active in your chapter.

## Member Profiles

Each month, space permitting, the newsletter will profile members of our chapter. This month, we are featuring Tammy Farley, one of our Community Service Co-chairs.



**Tammy Farley**

Tammy is an Auditor II with the Division of State Audit TennCare Section, where she has been employed since June 2000. She has been a member of AGA since 2001 and has served on the Community Service Committee, Meeting and Attendance Committee, and Early Careers Committee. She is presently serving as a two-year director on the Chapter Executive Committee. Tammy is presently serving her first year as co-chair of the Community Service Committee. While serving on the Community Service Committee, she introduced the Project Pencil Foundation and currently serves as one of the two contacts representing AGA with Project Pencil and Alex Green Elementary. Last year, she was presented the Member of the Year Award.

Tammy is originally from Nashville, TN. She is a graduate of Tennessee State University, where she received her BBA in Accounting. She currently lives in Whites Creek, TN, with her husband, Chris, and son, Anthony. She spends most of her free time with her family, which includes her two dogs (Poppy and King) and two cats (Ty-Ty and Felix).

## **Tracking CPEs and Supporting Documentation for a CPE Audit**

*by Barbara Purvis*

To retain the CGFM designation, a certificate holder must:

- pay the CGFM renewal fee at the beginning of every year,
- adhere to the AGA Code of Ethics,
- every two years complete at least 80 hours of CPE in government financial management topics or related technical subjects,
- maintain and, if requested by AGA, provide detailed information on CPE hours completed.

More information on CGFM CPE requirement can be found on AGA website - [http://www.agacgfm.org/cgfm/cgfm\\_detail.htm](http://www.agacgfm.org/cgfm/cgfm_detail.htm).

Maintaining records of our CPEs may initially appear to be a challenge but by using a systematic approach and keeping adequate records we can simplify the process. Simultaneously, we can track our CPEs, ensure we meet our CPE requirements and also be prepared to provide support of our training efforts in the event of an audit. Proper documentation and attention to the timeframe when we obtain our CPE training is important.

Like all professional continuing education requirements, we must obtain a minimum of a specific number of CPEs per year. This is a means to maintain and enhance our professional proficiency and keep the CGFM professional aware that professional development is a continuous process. For the CGFM, we are

required to obtain 80 CPEs for each two-year CPE cycle with a minimum of at least 20 CPEs in each year. Your CPE cycle is determined by the year in which your CGFM designation was awarded – please refer to the CPE Requirements Cycle at the end of this article. Your award date appears on your CGFM certificate or your CGFM annual renewal card.

So, what is a CPE program? CGFM Continuing Professional Education (CPE) programs are structured educational activities designed to maintain or enhance the CGFM's professional proficiency in government financial management. This may be achieved through a group program, such as a seminar or classroom environment or by an individual or self-study program.

The CGFM holder is initially responsible for determining whether a topic or subject qualifies as acceptable CPE. As a general guideline, the CPE should be in government financial management topics or related technical subjects applicable to government financial management areas. Examples of such topics and subjects can be found under item 32 at [http://www.agacgfm.org/cgfm/cgfm\\_detail.htm](http://www.agacgfm.org/cgfm/cgfm_detail.htm). Additional criteria regarding what constitutes a CPE is provided under item 27.

In a group program, a qualified instructor or discussion leader presents the CPE program. Although one CPE hour is granted for each 50 minutes of participation in the program of study, participants should only receive CPEs for the actual time they attend the program.

Speakers, instructors and discussion leaders that qualify for CPE may receive CPE hours for preparation and presentation time to the extent the topic or subject matter contributes directly to their professional proficiency. Up to two additional hours of CPE may be granted for advance preparation for each 50 minutes of their presentation. There are some limitations and additional requirements for instructors. Correspondence courses and independent study may have CPEs computed by other methods, see the website paragraph 41 at [http://www.agacgfm.org/cgfm/cgfm\\_details.htm](http://www.agacgfm.org/cgfm/cgfm_details.htm) for additional information.

To determine compliance with CPE requirements, AGA conducts an annual audit of a random sample of CGFM holders. AGA may request CPE documentation for verification. Individuals should maintain documentation to substantiate their statements of completed CPE for a minimum of three years. If you are selected as part of the random sample for audit, you will be asked to provide supporting documentation. It should include such information as the dates, locations, course titles, brief description of the course contents, the number of CPE hours earned, and the sponsoring organization. It is important to have proof of your attendance or completion of the CPE program or activity, such as a certificate of attendance, CPE form, grade report or a confirmation of completed training from your employer.

(Continued on page 12)

**Tracking CPEs and Supporting Documentation for a CPE Audit**

(Continued from page 11)

Because not all CPEs meet the requirements of the CGFM and other professional designations, it may be necessary for the CGFM to track their CPEs according to each professional designation. One method of tracking CPEs is to use a spreadsheet application, such as Excel. A simple format such as that presented below is one way to record CPEs for the CGFM, and other professional designations. You can enter a formula that will compute the remaining CPEs for each designation.

File your certificate, course objectives and notes behind a copy of the spreadsheet or in a separate folder. Then if you are selected in a random audit, you have all of your required supporting documentation available.

Please keep in mind that every professional certification designation has different requirements for qualifying CPEs. Ultimately, it remains the individual's responsibility to know the CPE subject-matter requirements for their professional designation(s). If you have questions regarding CPEs or specific courses for the CGFM designation, contact **Katya Silver at 1.800.242.7211 ext.**

**313 or at [ksilver@agacgfm.org](mailto:ksilver@agacgfm.org), or your local CGFM coordinator for assistance.**

Did you know that you could renew your CGFM and/or AGA membership via the AGA Members Only site? Remember that your login is your AGA ID number on your AGA membership or CGFM renewal card and your password is your first initial followed by your last name. Please contact AGA local Membership Chairman or you may also contact [agamembers@agacgfm.org](mailto:agamembers@agacgfm.org)

or 1.800.242.7211 ext. 205 or 206 if you do not know your AGA ID number. Once you login, then all you do is click on the 'Pay Your Dues and/or CGFM Renewal' button on the left palette and follow the instructions from there. If this button does not appear, then you have no outstanding fees at this time.

If you are unable to renew your certification because you have not fulfilled the CPE requirement or if you have questions about your CPE cycle, please contact the Office of Professional Certification by calling 1-800-AGA-7211 ext. 313.

**CPE Requirements Cycle**

**Awarded in 1994/1995**

1st renewal 01/01/96 - 12/31/97  
 2nd renewal 01/01/98 - 12/31/99  
 3rd renewal 01/01/00 - 12/31/01  
 4th renewal 01/01/02 - 12/31/03

**Awarded in 1996**

1st renewal 01/01/97 - 12/31/98  
 2nd renewal 01/01/99 - 12/31/00  
 3rd renewal 01/01/01 - 12/31/02

**Awarded in 1997**

1st renewal 01/01/98 - 12/31/99  
 2nd renewal 01/01/00 - 12/31/01  
 3rd renewal 01/01/02 - 12/31/03

**Awarded in 1998**

1st renewal 01/01/99 - 12/31/00  
 2nd renewal 01/01/01 - 12/31/02  
 3rd renewal 01/01/03 - 12/31/04

**Awarded in 1999**

1st renewal 01/01/00 - 12/31/01  
 2nd renewal 01/01/02 - 12/31/03

**Awarded in 2000**

1st renewal 01/01/01 - 12/31/02  
 2nd renewal 01/01/03 - 12/31/04

**Awarded in 2001**

1st renewal 01/01/02 - 12/31/03  
 2nd renewal 01/01/04 - 12/31/05

**Awarded in 2002**

1st renewal 01/01/03 - 12/31/04  
 2nd renewal 01/01/05 - 12/31/06

Dates		Class Name	Sponsor	Hours	CGFM	CPA
From	To				80hrs	120hrs
X2002	X1 02	AAA	AGA	8	72	112
X2002	X1 02	BFB	AICPA	8	72	104
X2002	X3 02	CCC	ISACA	8	72	96

# MEMBERSHIP APPLICATION

Please send completed application and payment to:

Ann Collett, Membership Co-Chair  
Nashville Area Chapter, AGA  
P.O. Box 198025  
Nashville, Tennessee 37219

For more information,

call (615) 253-2159  
fax (615) 532-2332

## 1 NAME & PREFERRED MAILING ADDRESS

Check here if renewing

Name \_\_\_\_\_ Preferred name \_\_\_\_\_  
Preferred mailing address \_\_\_\_\_  business  home  
Address \_\_\_\_\_ City \_\_\_\_\_  
State/Province \_\_\_\_\_ Zip/mail code \_\_\_\_\_ Country \_\_\_\_\_  
Business phone \_\_\_\_\_ Business fax \_\_\_\_\_  
Home phone \_\_\_\_\_ E-mail \_\_\_\_\_

## 2 BUSINESS DATA

Job Title \_\_\_\_\_ Department \_\_\_\_\_

Organization \_\_\_\_\_

**Employer:** Government:  Federal  State  County  City  
 International\* \_\_\_\_\_  
 Private  Academia  Student  Retired  
 Private International \_\_\_\_\_

**Responsibility Area:**  Accounting  Auditing  Budgeting  Contract Finance  Consulting  
 Finance  Information Systems  Legal  Management  
 Retired  Student  Other

**Education:** Highest degree attained \_\_\_\_\_ Year \_\_\_\_\_  
Accreditation and Certificates: \_\_\_\_\_

**3 SPONSOR'S NAME** (if applicable) \_\_\_\_\_ Member ID # \_\_\_\_\_

## 4 MEMBERSHIP DATA

Please choose a membership category below:

- Full* - \$75/year + Career professionals performing financial management activities in an operational, administrative and/or supervisory capacity.
- Early Career* - \$40/year + Practicing professionals who have fewer than six years of financial management experience.
- Special Early Career* - \$20/year + Full-time students and those in their first year of employment.

Chapter Nashville (Dues shown above include \$5 for the Nashville Chapter.)

## 5 METHOD OF PAYMENT

Check enclosed (*make checks payable to AGA*) Charge to my:  VISA  MasterCard  AMEX  Discover  
Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

\* Include multilateral organizations that deal with a region(s) of the world.

Source Code \_\_\_\_\_

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**Margaret Walker**, Immediate Past President  
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**For Reservations**

Call the receptionist at 747-5201.

Visit the Nashville Area Chapter's web site at <http://www.nashvilleaga.org>.