



**FINAL MINUTES**  
**AGA Chapter Executive Committee**  
**November 24, 2025**



*Submitted by Jessica Cox, Secretary*

The Chapter Executive Committee for the Nashville chapter met on Monday, November 24, 2025, in the Cordell Hull Building Audit Training Room and via Microsoft Teams. The meeting was recorded.

Members Present (voting members in bold): **Teryn McNeal, President; Drew Sadler, Immediate Past-President; Donna Jewell, President-Elect; Jessica Cox, Secretary; Constance LeSure, Treasurer; Chase Trammel, NCC Representative; Bridget Carver, Membership Chair; Scarlet Sneed, Meetings and Attendance Chair; Tyler Ensminger, Webmaster; Kelley McNeal, Education Co-Chair; Katie Armstrong, Programs Co-Chair; Kelly Armes, Community Service Co-Chair;** Lela Shadrack, Programs Co-Chair; Sara Pope, Communications Co-Chair; Matthew Keylon, Young Professionals Chair; Twyla Smith, West TN Satellite Chapter – Co-Chair; Mark White, Awards Chair; Mary Anne Queen, Community Service Co-Chair; Meredith Albright, Financial Secretary; RaKeba Doss, Professional Certification Co-Chair; and Rachelle Cabading, Professional Certification Co-Chair.

#### **Call to Order**

Teryn called the meeting to order at 11:28 am. We had a quorum, with 12 voting members present.

#### **Minutes**

Donna made a motion to approve CEC meeting minutes for October 28, 2025. Drew seconded. The minutes were approved.

#### **President Report**

Teryn noted that LEAD! dates are changing and will now be before PDT in July and submission for those attending is due in February.

#### **President-Elect**

Donna noted that the Pulse Check was submitted on time.

#### **Treasurer/Treasurer-Elect**

Financial statements were emailed with the agenda.

Constance discussed the accounts receivable balance, which is made of 2 missed lunch payments Lauren Fugmann from May 2023 and Brent Crosthwaite from March 2024. Tyler made a motion to write off the accounts receivable balance of \$68.46. Chase seconded the motion. Motion passed.



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**Communication**

Communication submission deadlines:

Monthly Luncheon - 3 weeks before luncheon (headshot, bio, presentation title/topic)

Luncheon Slideshow - 12:00pm Friday before luncheon (prepared slides)

Community Service - 3 weeks before luncheon

Inclusion in Monthly Newsletter - 20th of the month

President's Letter - 10th of the month

**Awards**

Mark noted that we still need nominees for NLT awards. The nominations are due December 21, 2025.

**Bylaws & Procedures**

Ayo sent the bylaw review with the agenda email, but since he was not in attendance the vote to approve was tabled until the next CEC meeting.

**Community Service**

Kelly announced that December's community service project will be collecting hats, gloves, socks, underwear, and raincoats/ponchos and monetary donations for the Samaritan Ministries.

**Finance**

The 990 was filed November 16, 2025 (due date was November 17<sup>th</sup>, since November 15<sup>th</sup> fell on a Saturday).

**Meetings and Attendance Committee**

Scarlet recapped the November 3, 2025, Meeting – 115 total attendees - In-person – 71, Virtual – 44; Nashville chapter members – 105.

**Membership Committee**

Bridget reported that we currently have 446 members, including 26 new members.

**Program**

Katie noted that the speaker for December's meeting is Toni Chadwick from the Office of Open Records Counsel. January's speaker is still TBD, but all other speakers have been confirmed.

**Young Professionals**

Matthew discussed MTSU Beta Alpha Psi student membership.

The meeting was adjourned at 12:27 pm.