

Submitted by Elisha Crowell, Secretary

The Chapter Executive Committee for the Nashville chapter met on Monday, July 13, in the Cordell Hull Building Audit Training Room and via Microsoft Teams. The meeting was recorded.

Members Present (voting members in bold): **Donna Jewell, President; Teryn McNeal, Immediate Past-President; Tonya Travis, President-Elect; Elisha Crowell, Secretary; Nicole Crittenden, Treasurer; Katie Armstrong, Treasurer-Elect; Chase Trammel, NCC Representative; Bethany Graves, Communications Co-Chair; Bridget Carver, Membership Chair; Scarlet Sneed, Meetings and Attendance Chair; RaKeba Doss, Professional Certification Co-Chair; Matthew Keylon, Early Careers Chair; Tyler Ensminger, Webmaster; Kelley McNeal, Education Co-Chair; Mary Cole, Education Co-Chair; Lela Shadrick, Programs Co-Chair; Jacob Yoquelet, Fundraising/Sponsorships Chair; Ayo Folayan, Bylaws & Procedures Chair; Edwin Carter, Programs Co-Chair; Jennifer Baunnara, Communications Co-Chair; Sara Pope, West TN Satellite Chapter Co-Chair; Rachelle Cabading, Financial Secretary; Amanda Shappard, Accountability Outreach Chair; and Christopher Bradshaw, Professional Certification Co-Chair.**

Call to Order

Donna called the meeting to order at 11:17 AM. We had a quorum, with 16 voting members present.

Minutes

The minutes of the May 11, 2026 CEC meeting were approved as presented.

President Report

Donna distributed the strategic plan to committee members for review. Committee chairs and co-chairs were asked to review their respective sections to verify all information is correct and provide any outstanding information to Donna. The strategic plan is due to National AGA by August 1.

Donna also reminded committee chairs to review the ACE reporting template and report qualifying activities to Tonya as qualifying activities are completed so they can be included in the chapter's periodic ACE reports.

Donna discussed the chapter's current financial position and historical financial information. It was noted that the chapter accumulated significant reserves during a period, specifically the pandemic, when in-person meetings and related expenses were reduced. Over the last few years, the chapter has been intentionally drawing down those reserves to support chapter activities.

The chapter intends to maintain approximately \$70,000 as a one-year reserve, representing roughly one year's expenditures. The chapter's current unreserved balance was reported at approximately \$27,800.

Several other reserved amounts were also discussed:

- **PDT Funds:** Approximately \$95,000 remains from funds originally provided by the State of Tennessee for Nashville PDT-related purposes and is being held as a reserve. The chapter will continue to hold the funds pending additional information regarding the possibility of a future Nashville PDT. If a Nashville event is not anticipated within the next several years, the CEC will consider returning the remaining funds to the State. The matter may be revisited in October or November.
- **West Tennessee Satellite Chapter:** Approximately \$10,500 is being held separately on behalf of the West Tennessee Satellite Chapter and is not available for the Nashville Chapter's expenses.
- **CGFM Course Refunds:** Funds collected for a CGFM course that did not occur remain to be refunded. Approximately \$5,500 has been included in the budget for these refunds.

Donna reviewed changes made to the proposed budget since the latest draft was distributed. Community service donations and related expenditures will be presented separately as revenues and expenses rather than netted together to provide greater transparency regarding funds received and disbursed.

The CEC discussed scholarship donations and clarified that donations received specifically for scholarships should remain designated for that purpose. Approximately \$1,300 in scholarship donations received during the prior year but not awarded will be reserved for future scholarships. The number and amount of scholarships to be awarded will be determined later based on funding and donations.

Additional adjustments were made to various proposed budgeted revenues and expenses. Monthly meeting expenses were increased by approximately \$1,000 to account for a \$1 per-meal increase.

The proposed budget currently reflects a net loss of approximately \$34,000, which includes the approximately \$5,500 in CGFM refunds discussed above. It was noted that available reserves are sufficient to cover most of the projected deficit and that revenue and expense estimates were developed conservatively.

The proposed budget was not approved during the meeting pending receipt of updated StarChapter information. Once the necessary information is received, the proposed budget will be distributed to the CEC for a vote.

Donna led a discussion regarding potential revisions to the chapter's financial policies and procedures. Under the current policy, the Secretary is responsible for retrieving chapter mail. Because the Secretary is not located in Nashville, the CEC agreed that an individual without check-signing authority may be designated to retrieve the mail. Rachelle agreed to serve as the designee and will maintain a mail log and distribute items received to the appropriate individuals. The CEC will consider revising the policy to formally provide for a designee.

The CEC also discussed updating the financial policy to reflect the chapter's current use of StarChapter for electronic transactions rather than the processes described for PayPal. Donna asked Tyler and Nicole to review the existing financial policy and recommend appropriate revisions.

Communications

Bethany said they will continue using the prior year's established deadlines and Buffer for social media management. Donna also requested the committee update the graphic used on the chapter's strategic plan.

Education

Kelley shared the 2027 Winter Seminar will be held virtually. Members were asked to submit recommendations for potential speakers.

Finance

Rachelle will begin compiling the chapter's historical information. Committee members may be contacted as needed to obtain information necessary to complete the chapter history.

Fundraising/Sponsorships

Jacob will begin compiling a list of potential corporate sponsors and following up on sponsorship leads. A sporting event fundraiser was discussed, but the specific event and date have not yet been determined.

Meetings and Attendance

Donna discussed changes to ACE reporting requirements related to jointly sponsored events. The chapter can earn points by co-hosting an event with another AGA chapter. The CEC was encouraged to explore opportunities to partner with another AGA chapter for a future CPE event.

Donna also announced the CEC and Luncheon meeting dates for the upcoming program year.

CEC meeting dates:	Luncheon meeting dates:
9/8/2026 (Tues)	9/14/2026
9/29/2026 (Tues)	10/5/2026
10/27/2026 (Tues)	11/2/2026
12/1/2026 (Tues)	12/7/2026
12/22/2026 (Tues)	1/4/2027
1/26/2027 (Tues)	2/1/2027
2/22/2027 (Mon)	3/1/2027
3/29/2027 (Mon)	4/5/2027
5/11/2027 (Tues)	5/17/2027

Scarlett provided a recap of the May 18, 2026, meeting which was in-person only. Total attendance was 57. Scarlett reviewed the upcoming luncheon meeting dates and locations. Due to room availability, the September and October meetings may be held in alternate meeting rooms at the DoubleTree. The chapter will continue to subsidize the full cost of member lunches. The buffet cost increased by \$1 per person, and the hotel contract requires a minimum of 40 attendees per meeting.

The CEC discussed changing the January luncheon meeting date due to its proximity to the holidays and other potential scheduling conflicts. The CEC agreed to move the January luncheon meeting to **January 11**. The **December 22 meeting was rescheduled to January 5**.

Membership

Bridget reported we currently have 434 members, including 9 new members.

Website

Tyler asked that all committees review their respective information on the chapter website and report any needed updates.

Early Career

Matthew reported that outreach has been made to Western Kentucky University, Tennessee State University, MTSU, and Austin Peay regarding potential guest opportunities for the upcoming year. CEC members may be contacted to participate depending on the topics requested.

The meeting was adjourned at 12:43 pm.

Subsequent Action

Following the meeting and receipt of the updated information, the proposed budget was distributed to the 17 CEC voting members for approval on July 14, 2026. On July 15, 2026, the



FINAL MINUTES
AGA Chapter Executive Committee
July 13, 2026



voting results were announced. The budget was approved with 14 votes in favor, no votes opposed, and three members not voting.

Id	Start time	Completion time	Email	Name	Do you approve the proj	Please provide your first
1	7/14/2026 8:16	7/14/2026 8:17	anonymous		Yes, I approve.	Elisha Crowell
2	7/14/2026 8:17	7/14/2026 8:17	anonymous		Yes, I approve.	Mary Cole
3	7/14/2026 8:17	7/14/2026 8:17	anonymous		Yes, I approve.	Matthew Keylon
4	7/14/2026 8:17	7/14/2026 8:17	anonymous		Yes, I approve.	Bridget Carver
5	7/14/2026 8:24	7/14/2026 8:24	anonymous		Yes, I approve.	Tyler Ensminger
6	7/14/2026 8:25	7/14/2026 8:25	anonymous		Yes, I approve.	Bethany Graves
7	7/14/2026 8:28	7/14/2026 8:28	anonymous		Yes, I approve.	Donna Jewell
8	7/14/2026 8:57	7/14/2026 8:57	anonymous		Yes, I approve.	Chase Tramel
9	7/14/2026 9:27	7/14/2026 9:27	anonymous		Yes, I approve.	Lela Shadrick
10	7/14/2026 9:28	7/14/2026 9:28	anonymous		Yes, I approve.	Teryn McNeal
11	7/14/2026 9:44	7/14/2026 9:44	anonymous		Yes, I approve.	Mark White
12	7/14/2026 9:50	7/14/2026 9:50	anonymous		Yes, I approve.	Katie Armstrong
13	7/14/2026 10:15	7/14/2026 10:15	anonymous		Yes, I approve.	Kelley McNeal
14	7/14/2026 17:45	7/14/2026 17:46	anonymous		Yes, I approve.	Tonya Travis