

**Association of Government Accountants
Baltimore Chapter
Chapter Executive Committee**

Agenda

**February 1, 2018
2:00 – 3:00**

Meeting Location: Call-in Number: 1-877-951-8654
Participant Code: 4983606#

I. Call to Order - *Leroy Chester, Michael Tract, Kevin McCarthy, Vivian Eaddy, Joann Burnett, Susan DeLabio, Louise Burnette, Kelly Stankus, Mark Silvestri, Jamila Webb, Johnny Ramsey, Lori lee, Shenika Smith, Renée Rawlins*

Leroy expressed a warm welcome to Louise Burnette of AGA National.

Leroy suggested a tweak to upcoming agendas to add a President's section. He then shared a quote, "People go farther than they thought they could when someone else thinks they can" John C. Maxwell, author of "Encouragement Changes Everything". He proceeded to thank everyone for their hard work and efforts and making the Chapter be the best it can be. He reinforced the thought of being a championship team.

Leroy is working on a strategic and multiyear plan for AGA Chapter:

- *Enhance documentation of Baltimore Chapter operations*
- *Enhance communication with AGA National and the Atlantic Northern Regional Chapters*
- *Incorporate a structured Succession Planning Process*
- *Consistently recruit new members*
- *Enhance awareness of the benefits and importance of the CGFM designation*
- *Identify and incorporate Best Practices for use of technology*

Leroy to submit to the secretary.

Leroy spoke to Louise Burnette. AGA National has scholarships to attend the Professional Development Training (PDT). Leroy nominated Mike Tract for a scholarship to attend the PDT.

Leroy will attend the Sectional Leadership Meeting (SLM) with Jason Wagner. Jason works for CLA and has been present at a number of AGA training session and expressed interest to be involved in AGA.

Leroy shared that he attended an informative meeting with the North Atlantic Chapter presidents, which was organized by Jamila Webb. He shared that it was great to hear what other presidents are doing.

Leroy further mentioned that Carla Krabbe and Joanne Gasparini, both of SSA, are past AGA presidents. They invited him to a meeting to speak to the directors about AGA and growing the Chapter.

II. Approval of prior meeting minutes – *Modification – change gratification to gratitude, seconded and approved.*

III. Budget Review – *Johnny shared the Chapter's financial data. As of 12/31/17, there is a little over \$4k in the checking account and \$15k in the savings/CD for a total of \$20k. This is a low balance but around \$10k in sponsorships were not deposited until January 2018. Per the budget vs. actual, the Chapter received a little over \$300 in dues and meeting proceeds are at \$7.5k. There was some interest income on the checking/savings, thus income totaled a little less than 8k. Charitable donations are at \$350. Chapter spent \$6.5k more than brought in so far and it's not unusual at this time of the year. If sponsorship was received in December it would look better. In the past, the Chapter got \$6k in corporate sponsorship. This year the Chapter got \$4k. Kearney sponsorship not received. AGA contact no longer works there but Paul will contact them.*

IV. Committee Updates

- *Accountability – No updates.*
- *Activities – No updates. Finished last quarter. Reinforced to the committees to continue executing the plan.*
- *Awards - Getting ready to send out the scholarship letters to colleges in the MD and DC area – 4yr and 2yr institutions. Gave three awards last meeting. Requested award nominees. Leroy to follow up with Mark to get a better understanding of the awards process. If any committee chair has nominees they can pass it on to the president.*
- *By-Laws & Procedures - No updates. Should be done by the end of February, early March.*
- *CGFM - Someone passed the CGFM exam, and the Chapter needs to get them reimbursed for one of the exams. Leroy mentioned that we need to call significance to this area. He reached out to Katya Silver and Bob Derek was on the call. There are CGFM videos that can be shared at meetings. Louise said they are working on the videos and that “We Are AGA” is currently available. Kristen will start working on the proclamation because March is CGFM month.*
- *Community Service – First event will be the Fiesta 5k to benefit the Packard center for ALS research on Saturday May 5 at 9am by the PowerPlant in the City, It's an easy walk/run through Canton. Lori encouraged members to come and will create a team during the week of 2/5. Susan to reach out to Habitat for Humanity. Committee seeking 8-10 participants around late may/ early June. Committee is*

- also reaching out to Catonsville Men's Civic Association for details about their annual Easter egg hunt in Catonsville.*
- *Communications – No updates. Leroy will reach out to get updates.*
 - *Editorial - Newsletter is complete and going through final review. James will publish on the website. Renée joined the committee and did a thorough review of document to ensure it was the best that it can be. She has worked on it in previous years. The committee took a look at previous quarters and noted that the first quarter is a baseline effort.*
 - *Publicity – Jamila Webb is representing the Chapter on the regional level. She arranged a meeting and shared what everyone's doing with the Baltimore Chapter on a regional and national level.*
 - *Education and Programs – February Meeting is on 2/21. There are three speakers. James Arnette, National President, James Gould and Andrew Lewis from KPMG, and third is John Scoochie from GT. March meeting is 3/21 and it's the early careers meeting. It's a 2 CPE meeting but no speakers right now. Joann getting with Paul Geraty to fill those two spots. April annual awards meeting is an evening meeting. There is one speaker so far, EY's Clifton Smith. Needs another speaker for 2 CPEs. Conclude program year with the Ethics and Fraud training. Danny Goldberg – 4CPEs, another person for 2CPEs, need 2 more speakers to fill up the last spots for a total of 8 CPEs. Joann has a list of speakers who can't speak this year but wants to speak next year. She will start linking speakers for next year. John Scoochie was going to reach out to the actuary at CMS to speak but will possibly use him for next year. Joann asked about cordless mic and any info from Kelly. Kelly looked and mentioned it's not beneficial to buy one but that Matthews purchased one and the Chapter will rent it. For speaker gifts, a certificate should be done and given to show appreciation. Shelvon has a box of speaker gifts at CMS and Leroy will arrange with her colleague to get it.*
 - *Meetings – Registration for February meeting went out and will close on the 14th. The Chapter is set and ready for the February meeting.*
 - *Membership/Early Careers – Jason Wagner, CPA, CGFM, CISA is a manager at CLA and expressed interest of being involved in the Chapter. Leroy saw the Membership/Early Careers committee as a committee to be involved in. Nominating committee reached out to Jason to be nominated as Chair.*
 - *Sponsorship – Meeting with Jacob McDonald to discuss benefits of E&Y becoming a sponsor, reviewing roster for potential sponsors, Becker can't sponsor AGA this year due to budgetary reasons.*
 - *Webmaster – Leroy spoke to James Switzer to post the newsletter. James was nominated for the next program year and is willing to do that. James expressed concerns/reservations about the website being user friendly while being hosted by AGA national. Html is the platform for AGA national and may not be as friendly as what the Chapter is using right now. There is no cost to the local Chapter for using National's platform. Currently, the Chapter pays \$500 a year for hosting so the migration would be a cost benefit to the Chapter. Leroy to setup a call with Louise and James about the time, effort, and archival store items on the website which may take time to transfer to the new platform. Kelly will also be included in*

the meeting. It was suggested that James and Leroy watch the webinars regarding the new platform.

V. *New Business – Leroy met with the nominating committee. Board intact for the 2018-2019 program year. Committee wants to incorporate a structured succession process/program. Leroy will work with Louise to develop the succession plan to train and transfer knowledge to future successor.*

Louise Burnette, AGA National – This was Louise’s first time attending the AGA Baltimore monthly meeting call. She also attend the DC’s call on 2/1 at noon and noted that it is ran the same way. She was open and honest and mentioned that she doesn’t often hear from the Chapter. She expressed that it was fantastic to hear from the Chapter and she pointed out three things:

- It’s renewal season – make sure each of the officers are renewing as of March 31st and are not on the April 1st bad list. She encouraged the Chapter to have conversations with others to ensure they renew and address concerns for non-renewal. She also suggested referring to National to assist with encouraging renewal, as necessary.*
- In addition to the two hotel scholarships, the meetings department launched hotel and event registration for first time PDT attendees only. Recipients are selected from a nationwide pool. Detail on that went out on leadership matters on 1/31.*
- Next compile survey to send out about webinars, membership, etc. in a week. Louise shared that she is pregnant and is due within 11 weeks.*