

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

Agenda

**November 2, 2017
2:00 – 3:00**

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

- I. Call to Order – *Jeff Lewis, Shenika Smith, Shelvon Costley, Leroy Chester, Masoud Najmabadi, Kelly Stankus, Michael Tracht, Kevin McCarthy, Kristen Schnatterly, Vivian Eaddy, Susan DeLabio, Joanne Burnett, Renée Rawlins*
- II. Approval of prior meeting minutes – *10/5 meeting minutes accepted and approved.*
- III. Budget Review – *As of 10/27, there was \$9k in checking. Little over \$15k in savings account.*
- IV. Committee Updates
 - Accountability – *No updates.*
 - Activities – *Mike and Leroy met with Milton Wolinski at the last training session and will have a meeting with him and Shelvon to pass on knowledge regarding the process. Reminder to be sent to everyone about informing the committee about any activities the chapter has done so that all points/credits are received. Chapter needs to provide everything done from the beginning of the program year. Questions about what activities can be addressed by Mike, who will go through the guidance.*
 - Awards – *No updates. Shelvon will touch base with Mark.*
 - By-Laws & Procedures – *No updates.*
 - CGFM – *No updates. Shelvon to get with Kristin during week of 11/6 or 11/14. Chapter needs updated copies of CGFM books. The most recent is 2016. Chapter has 2014 copies. Chapter to order two sets of 2016 since people only take one section at a time. Need to find out if the purchase has to be approved as a part of the budget.*
 - Community Service – *Collect money for foodbank at November and December meeting. Link on website for donations but not sure if done for FY17. Someone needs to set up for this year. Request was put in to send Christmas cards to troupes. Inquiry made about whether the 50/50 raffle will be done at the December meeting. Kelly would assist with raffle tickets if the raffle takes place. Plenty raffle tickets left from prior year. Shelvon to reach out to Kelly, Lori, and*

- Susan. December is the joint ISACA meeting. Chapter will give out raffle prizes if raffle takes place. 50% proceeds go to Maryland Food Bank. Someone inquired about Reeds for fallen soldiers. Susan to look into it.*
- *Communications – No updates.*
 - *Editorial – Committee met 11/2. Working on quarterly newsletter. Received publisher template from Kelly. Reached out to the community service committee for events: interest table CMS 9/20, AGA September and October training, spotlight members. Request was made to submit items for the newsletter to Leroy, Vivian, and Kevin P. McCarthy. Committee seeking information on who are the current sponsors. Committee suggested reestablishing another CGFM month in March, similar to the CGFM proclamation in April 2016. Plan to issue quarterly newsletter at the end of November. Kelly will send details of the December meeting to put in the November meeting.*
 - *Publicity – No updates but upcoming CPEs are being tracked on social media accounts. Request made to send Jamila pictures or any AGA updates to add to social media sites.*
 - *Education and Programs – Everything set for November. Have two speakers. Registration opened and flyers were sent out on 11/2. Everyone will be kept posted once December registration is up. Larger Ellicott room will be needed. December is the joint ISACA meeting. Last year charged \$45 member and \$50 non-members. Request to raise price to \$50 and \$55 since it's at the Rolling road site, where the cost is higher. If money is not raised, the chapter will lose. Kelly talked to ISACA and they are fine with the \$5 increase. Voted, accepted, and approved the rate increase for members and nonmembers.*
 - *Meetings – No updates. Gifts needed for speakers. However, for federal employees – e.g. Jeff, he will make a charity donation of his choosing, MACPA is a paid speaker and doesn't need a gift. Speakers for November and December are from KPMG. Shelvon not in attendance after December until March or April.*
 - *Membership/Early Careers – Committee aim is to reach out to different colleges to join AGA. Berhanu was in process of reaching out to the colleges. Masoud need to reach out to Berhanu to confirm if he has reached out to the colleges or not before Masoud reaches out to them again. Committee would like to get accounting clubs to attend the December meeting. In the past, pricing for students to attend a meeting was free, so that students can get a feel for some of the meetings or sign up as a student member then admission to one of the meetings is for free. Committee would like to visit and speak to the colleges or have the college students come to meetings. Inquiry made if everyone was okay with the desserts. The desserts will be mixed in December since the meeting will be held at a different location. Chapter can coordinate bringing in a cake. There was a complaint about the amount of desserts at the last meeting. Desserts were a little low at the end. Chapter will ensure the levels of deserts are sufficient going forward.*
 - *Sponsorship – No updates. Shelvon to reach out to Paul about finalizing some of the sponsorships and updating editorial committee about who the current sponsors are.*

- Webmaster – *No updates. Plans to discontinue current AGA website and use platform national has set up is on hold since a commitment to the current platform was made for another year. Commitment expires in 2018. The web host is different from the website. Web host is paid through 2018. Website was automatically paid on Oct 25th. No money in PayPal account but PayPal retrieved money from the linked bank account to pay the bill. Chapter will continue to update the current website and will transfer to the new platform next year. Web host is paid every five years and it was already paid for and handled. Chapter needs to find out who has the web host and how to cancel.*

V. New Business – *Following last AGA training session, chapter needs to set up a nominating committee. Leroy to reach out to Carla Krabbe and Joanne Gasparini about their interest in being a part of the committee. Need to be proactive looking for the next board of directors. Shelvon spoke to Bobby Derek, past AGA national president but serving as a regional president. He mentioned that's something the chapter should establish.*