

**New Mexico Chapter of the Association of Government Accountants Chapter  
Executive Committee Meeting Minutes**

**Date: January 14, 2020, Time: 11:45 am**

**Location: CONFERENCE CALL: (425) 436-6200 ACCESS CODE: 579234**

**1. Roll Call**

Janet  Wanda  Jolene  Kim  Blanca  James   
Margaret  Bryan  Elena  Misty  Jessica  Todd   
Miranda  Terese  Chantae  Elizabeth  Luis  Vince

Roll call was taken at: 11:45 am

2. **Approval or Additions of/to Agenda** Motion to approve as submitted below, seconded and passed

3. **Approval of Minutes from:** 6/26/2019, tabled until next meeting

**Discussion Items:**

4. 2019 PDT Outcomes/discussion

- a. Course/meeting evaluations. Sent to Albuquerque chapter to tabulate.
- b. Summary of 2019 PDT. Total Revenues were \$84,625 and Total Expenditures were \$59,930.09 which resulted in an overall profit of \$24,694.91. On October 11<sup>th</sup> we paid the Albuquerque Chapter the \$14,738.76 owed for the ½ of the profit earned plus a reimbursement of the costs that the Albuquerque Chapter paid on the 2019 PDT event.

5. 2020 PDT Planning

- a. First planning call scheduled for tomorrow at 11:45 am

6. Treasurer's Report (Elena)

- a. June – November 2019 Treasurer's Report. Motion to approve and seconded, passed
- b. Form 990. Submission for 3/31/2019 filed and confirmed on 11/19/2019. Elena working on submission for 3/31/2020 tax year.

7. Education (Blanca/Kim/James; NEW – Blanca/Wanda/Miranda/Elizabeth/James (CHAIR)/Todd/Jolene)

- a. Calendar of Events
  - i. Webinars for PY19-20 are listed on the NM Chapter Website. Last webinar of the program year is GASB Update and it will be held on February 5, 2020, DFA, Bataan Building, Room 238 RED Room Discussion on success of webinars. Per Blanca, they were well attended except for the last webinar. Blanca, requests that an invitation be sent out again to the membership for the last webinar.
  - b. Monthly Luncheons – Wanda Discussion regarding scheduling and coming up with speakers. Janet and Wanda to work together to schedule monthly luncheons and get speakers. Anyone with ideas on who to ask to be speaker forward information to Wanda and Janet. Jolene suggested Charles Sallee, Deputy Director of the Legislative Finance Committee as a possible luncheon speaker. Wanda and Janet will see if Mr. Sallee will speak at a monthly luncheon to begin after the 2020 PDT possibly in April of 2020.
  - c. Membership Social – Scheduled for January 29<sup>th</sup> at the Drury Hotel in Santa Fe at 5:30 pm. Janet to send out flyer to NM Chapter members.

8. Membership (Bryan)

- a. Membership Report. Bryan noted that there were 5 new members at the beginning of January 2020. He has sent welcome emails to these new members. Per Bryan, there are approximately 233 active members.

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9. CGFM (Teresa (CHAIR), James)
  - a. CGFM Plan for PY19-20 – Tabled until next meeting. Terese sent to the CEC to review.
  - b. CGFM Study Materials Report

**2016 Study Guides** – 2016 Study Guides will be collected and returned to the CEC and to their original owners.  
Study Guide 1 (3 Copies: 1) Todd Newman – DFA; 2) Amelia Chavez – PED; 3) Available)  
Study Guide 2 (2 Copies: 1) Miranda Mascarenas – DFA; 2) Amelia Chavez – PED)  
Study Guide 3 (2 Copies: 1) Available; 2) Available)

**2019 Study Guides** – Motion for CEC to purchase three (3) copies of the 2019 Study Guides for the NM Chapter membership to check out to study for the exam. Each set of 2019 Study Guides costs approximately \$350 including shipping. Total anticipated cost for three (3) copies of the 2019 Study Guides would be \$1050. Motion, seconded and passed. The NM Chapter currently has credit through the vendor in the amount of \$750. Of this amount, \$350 was used to purchase the Path to CGFM winner's 2019 Study Guides leaving credit in the amount of \$400 available. Only one set of the 2019 Study Guides can be purchased at this time until the bill is paid for the Path to CGFM winner's 2019 Study Guides. Misty will order one version of the 2019 Study Guides for now to be shipped to Terese to loan out to NM Chapter members. Elena will pay the invoice for the Path to CGFM winner's 2019 Study Guides as soon as possible.
  - c. Path to CGFM Scholarship  
Awarded to Todd Newman, DFA on November 8th  
Print version was ordered and received by Todd (Elena) - Elena will pay the invoice for the Path to CGFM winner's 2019 Study Guides as soon as possible.
  - d. CGFM Month – March 2020 will include ABQ Chapter in the Governor's Proclamation template. Terese will work on the CGFM proclamations from the City of Santa Fe, County of Santa Fe and the Governor of NM. ABQ Chapter information was added to the Governor of NM proclamation.
10. Community Service (Margaret/Jolene/Luis)
  - a. Community Service Plan PY19-20 update – Since the last meeting date we have had the Annual Picnic which was held on August 23<sup>rd</sup> in which we collected over \$500 in school supplies for area Santa Fe schools, the Making Strides of Santa Fe Break Cancer Walk which was held on October 5<sup>th</sup> and we have planned the Holiday Social for January 29<sup>th</sup> at 5:30 pm at the Drury Hotel in Santa Fe. Featured nonprofit will be Esperanza Shelter. Members are encouraged to bring \$5 and \$10 gift cards, etc. to donate to the shelter.
11. Accountability and Awards (Jessica; NEW – Elizabeth Burks)
  - a. Financial Manager of the Year for 2019 was awarded to Natalie Cordova of the Office of the State Auditor. Next award year for 2020 upcoming. Committee Members – Jessica/Elizabeth (Chair), Janet, Wanda, James, Elena) – Nominations for the Financial Manager of the Year for 2020 will open in May of 2020. This will also be announced at the 2020 PDT in March 2020, at any luncheons held before May 2020 and in the monthly newsletters issued.
12. Website (Misty/Elena)
  - a. Continually updated for content – Will post the Save the Date for the 2020 PDT on the NM Chapter website and will include the link to the Reservations page on the NM Chapter website.

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13. Newsletters:

- a. January/February 2020 will be posted soon and sent out the NM Chapter membership
- b. January 2020 Newsletter any content due to Misty by January 15<sup>th</sup>, to be released by January 19<sup>th</sup>
  - i. President's Message (Misty) – (MISTY WORKING ON)
  - ii. Listing of PY19-20 Webinars left in the program year
  - iii. Treasurer's Report – up to date on inclusion in the newsletter
  - iv. Membership info will be included

14. Insurance – Annual professional liability – paid/coverage through February 2020. Will renew in Feb 2020– Payment is due soon. Elena to pay this premium as soon as possible.

15. Other –

- a. Chapter Bylaws – to be reviewed in January 2020. Recommend clarifying the poll vote section to include the following:

Under CEC Quorum and Voting Action, 3)

In lieu of a meeting, the Chapter President may call for a poll vote (via mail, email or phone) on matters requiring a CEC vote. For poll votes, a majority of the CEC members is required to approve a matter presented. **A majority is considered to be more than 50% of the CEC members. The poll vote will be considered passed if a majority of the CEC members who voted, vote in the affirmative. Otherwise, any vote taken in this manner that is not unanimous, that is all of the CEC members who voted, did not vote in the affirmative, the passed vote must be resubmitted to the CEC as its next meeting for ratification. – Motion to approve changes as noted above, seconded and passed.**

- b. Chapter Recognition Points – Misty working on submission
- c. Citizen Centric Report (CCR)
  - i. Misty is currently working on FY19 and FY20.
- d. Banner – order from Vista Print. Estimate cost \$250. Patterned after Trenton Chapter's banner sent by Louise at the National AGA. Motion to approve order of banner, seconded and passed.
- e. NCC Representative – Bryan mentioned that the NCC Representative position would need to be filled by 1/25/2020. CEC Members who are interested in the position can email Bryan.
- f. Lead!2020, April 30-May 2, 2020 – NCC Representative (becomes chapter's NCC rep on 07/01/2020); Incoming Chapter President (becomes Chapter President on 07/01/2020) and one other attendee of the chapter's choosing, preferably: membership chair, education chair or incoming chapter officer who has never attended a volunteer leader training. Will add to next meeting's agenda who will be attending.

NEXT CEC Meeting: **12 noon, Tuesday, February 11, 2020 via CONFERENCE CALL**

Meeting adjourned: 1:05 pm

