

New Mexico Chapter of the Association of Government Accountants

Chapter Executive Committee Meeting Minutes

Date: February 19, 2019 Location: Del Charro, 5:30 p.m.

1. Roll Call

Janet	<u>X</u>	Wanda	<u>X</u>	Jolene	<u>X</u>	Kim	<u>X</u>	Blanca	___	Bryan	<u>X</u>	Luis	___
Margaret	___	Michael	___	Elena	___	Misty	<u>X</u>	Jessica	<u>X</u>	James	<u>X</u>	Vince	___
___	___	___	___	___	___	___	___	___	___	___	___	___	___

Roll call was taken at: 5:35 p.m.

2. **Approval or Additions of/to Agenda** – Bryan moved. Second by Jolene. Approved.

3. **Approval of Minutes from:** September 19, 2018, October 26, 2018, January 26, 2019;

Wanda moved; Bryan second. Approved.

Discussion Items:

4. Update on PDT Committee Actions/Discussions – **General discussion:**

a. Software – Eventzilla has been set up; registration is underway.

b. Speakers – See attached preliminary Speaker Tracking document. Need additional speakers. Wanda will contact Senator Cisneros (Capital Outlay Topic) for availability; Janet will contact NMAC (Legislative update); discussed option of having duplicate classes for popular topics.

5. Treasurer's Report (Elena)

a. January 2019 Treasurer's Report attached. Outstanding check of \$75 is deposit for Picnic; unused and should be voided.

b. Elena's email (attached):

i. Prior variance between book and bank removed. This variance was a deposit for an unknown amount. The amount could not be categorized specifically. The amount has been carrying forward for a significant amount of time. There is no support, not does any CEC member have any information on the addition to cash (most likely unreconciled PDT revenue). During the August 25, 2018 CEC meeting the CEC voted to move the unreconciled balance to the beginning balance otherwise the rolling variance would remain indefinitely. The amount was not written off (as it was not a receivable, rather cash received). **INFO ONLY. Discussed.**

ii. Reimbursement for Wanda Gonzales for 2018 PDT. The reimbursement for Wanda's PDT costs were approved at the March 14, 2018 CEC meeting, per meeting minutes. Note that PDT costs for Chapter President are typically reimbursed by Chapter. There was an emergency flight change made for return flight. Noted that no meal/other reimbursement costs were requested by Wanda, in lieu of this change. The cost for the flight change was not formally approved. Request post-transaction approval from CEC members. Additionally, Janet has obtained additional support for transaction for accounting file and will send to Elena. **ACTION NEEDED.** Jolene moved to formally approve payment in the amount of approx. \$276, second by Jessica. Approved.

iii. Elena requesting Program year budget revisions and approval for submission to National. **ACTION NEEDED.** Jolene moved to approve. Second by Jessica. Approved.

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- iv. Review and approval requested for expense breakout/classifications for 990 preparation. **ACTION NEEDED.** Blanca and Wanda to review.
 - v. Chapter points. No points have been submitted. Janet is responsible for updating points on National Website. Points can be submitted/updated for activity throughout the year, and retroactively. Janet will update Chapter points as soon as possible. Discussion.
6. Education (Blanca/Kim/James) – Discussion Only
- a. Calendar of Events – Upcoming
 - i. March 27 – Cybersecurity Webinar – GSD Conference Room
 - ii. April 4-5 – PDT
 - iii. April 24 – Tentatively scheduled Luncheon-“ O2 Consulting – Taxes – Lessons Learned – Tax Update” – Wanda to call La Choza for availability.
 - iv. May 15 – Fraud/Data Analytics Webinar- Rio Grande Conference Room
 - v. June 12 – Leadership Webinar- DFA Red room
7. Membership (Bryan) – Will email report.
- a. Membership Report
8. CGFM (Misty) – Discussion only
- a. Coordinate CGFM Event w/ABQ
 - b. CGFM Month – March, 2019 - Obtained
9. Community Service (Margaret)
- a. Future Events – March 27 Webinar will be coupled with Esperanza Homeless Shelter Fundraiser
10. Accountability and Awards (Jessica)
11. Website (Luis) - Tabled
- a. Post AGA PDT Announcement – posted?
 - b. Get info for google docs access - Elena
12. Newsletters: Articles due to Janet by February 28, to be released by March 5, 2019
- a. President’s Message (Janet) – JANET WORKING ON
 - b. Listing of Webinars will be included
 - c. PDT Announcement will be included
 - d. Treasurer’s Report – January will be included
 - e. Membership info will be included
13. Insurance – Annual professional liability – Paid/coverage through February, 2020.
14. Other:
- a. Financial Policies and Procedures Review (Jolene) – reviewed and approved financial policies and procedures with the following changes: remove audit requirement, pending National confirmation it is not required. Board will reconsider next year. Jolene motioned, Wanda Second. Approved.
 - b. Chapter Bi-Laws Review - No changes until National provides template. This will occur after this fiscal year.
 - c. National PDT – Misty will be attending as President and will use one hotel scholarship. Wanda to obtain info on what National pays for Chapter Representative. Bryan to ask RVP, Vince, about any requests for Chapter assistance.

Next CEC meeting: TBD

Meeting adjourned: 6:26 p.m.

