

## New Mexico Chapter of the Association of Government Accountants

### Chapter Executive Committee Meeting Minutes

Date: **October 26, 2018** Location: **Dion's Pizza**

#### 1. Roll Call

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

Roll call was taken at: 11:35 A.M.

#### 2. Approval or Additions of/to Agenda

3. **Approval of Minutes from:** [September 19, 2018 – Tabled until CEC can review in detail. Copy handed out.](#)

#### Discussion Items:

4. Preliminary meeting with ABQ President, Jennifer
- a. PDT Committees – First committee telephone call to be scheduled for October 10, 2018.
    - i. Discussed signed contract w/o NM Chapter Review; Janet requested better communication on significant cost items moving forward. Discussed issue with no dedicated general session/lunch room; issue with Buffet format lunch. Jennifer will discuss with Santa Ana Hotel to mitigate delays and timing issues. Janet provided 2018 PDT P&L and 2019 Projected PDT P&L for comparison. Noted that PDT registration fees were going up \$25 based on PDT committee recommendation.
    - ii. Jolene recommended Major General Ken Nava for keynote presentation at PDT; Jolene will contact.
5. Past and Upcoming Events
- a. October luncheon -
    - i. Charles Sallee, Legislative Finance Committee, Deputy Director for Program Evaluation – Appeared to have good feedback from attendees; speaker well received and good presentation. Issue with Del Charro bill; gratuity was included but restaurant manager indicated tip to be added after total. Appears that an additional tip was provided (on top of stated gratuity on bill). Discussed member registration fee in relation to cost of meals. Due to high prices of restaurants in SF, lunches are subsidized by chapter. Lunch fees do not cover the cost of the lunches. Discussed CEC roles at luncheons. Typically, Education Chair brings the sign in sheets with registrant information. Treasurer collects lunch fees and deposits at bank. If Education chair/Treasurer absent, duties should be assigned to other CEC members and information on registrants, estimate cost of lunch/meals provided.
    - b. November 15 or after – Social/Community Service Event – Potential Locations – Bar Alto/Drury Hotel, Rio Chama – Janet has contacted several venues, many are cost prohibitive; pending cost quote from Restaurant Martin; will call The Palace (we had it here last year). Janet working on. Jolene suggested contacting the Bull Ring.
    - c. Internal Controls Audio Conference - December 5, 2018 – Location – Red Room, DFA – James Chadburn has booked and confirmed location.
6. Treasurer's Report (Elena) – Tabled.

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- a. September 2018 Treasurer's Report
7. Education (Blanca/Kim/James)
  - a. Calendar of Events – January – April – Blanca/Kim will put together list of events for 2019. Janet focusing on November Fall Harvest Social.
8. Membership Plan (Bryan)
  - a. Membership Report – 216 members; 11 new; 20 suspended. Bryan will send welcome letter to new members and follow up to suspended members.
  - b. Website Info Needed
9. CGFM Plan (Misty)
  - a. Coordinate CGFM Event w/ABQ
  - b. CGFM Month – March 2019
10. Community Service (Margaret)
  - a. Discuss next event – November
11. Accountability and Awards (Jessica)
  - a. Discuss annual plan.
12. Website (Luis) – update
  - a. How to get old PDT's back on website? Ask Elena
  - b. Send Luis a picture of yourself for website.
  - c. Get info for google docs access - Elena
13. Newsletters: Articles due to Michael by October 31, 2018, to be released by November 5, 2018:
  - a. President's Message (Janet) – JANET WORKING ON
  - b. CGFM (Misty) - Provided
  - c. Education –Flyer for distribution and newsletter - December CPE – (Blanca)
  - d. Community Service update/events (Margaret), flyer for November Social
  - e. Treasurer's Report (Elena)
14. Insurance – Annual professional liability – follow up with Elena on timing of previous payment.
15. Other:
  - a. Financial Policies and Procedures Review (Jolene) – send copy to CEC for review and revisions. CEC Comments?
  - b. Chapter Bi-Laws Review - No changes until National provides template. This will occur after this fiscal year.

Next CEC meeting: TBD

Meeting adjourned: 12:45 p.m.