

**AGA – Phoenix Chapter
Chapter Meeting
Wednesday, March 6, 2019
2:00 p.m. – 3:07 p.m.
ASU SkySong**

**1475 N Scottsdale Road
Scottsdale, Arizona 85257**

Attendees:

| | |
|--------------------------|-------------------------------------|
| Mary Adelman, CGFM | Membership Committee Chair |
| Kelly Alkhoury | Scholarship Committee Chair |
| Getzamani Aragon | Program & Young Professional |
| Cindy Ensign | Community Services Committee Member |
| Michelle Huckabay, CGFM | President |
| Gergana Kovatcheva, CGFM | Treasurer (by phone 2:08 p.m.) |
| Paola Matson | Secretary (2:15 p.m.) |
| Marvin Mendieta | Board Member |
| Keith Orr, CGFM | Education Committee Chair |
| Kim Prendergast, CGFM | Accountability Chair |

Not present:

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| Jordan Dale | Board Member |
| John Schutter | Community Services Committee Chair |
| Cindy Smith, CGFM | Vice President |
| Anthony St. George, CGFM | Education Committee Member |
| Jerry Snyder, CGFM-Retired | Education Committee Member |

Guests present:

Robert Harwood

I. President Michelle Huckabay called the meeting to order at 2:00 p.m.

II. Approval of minutes

Minutes for 12/19/18, 01/23/19, and 03/01/19 Election results were needing approval.

MOTION: Mary Adelman made a motion to approve the January 23, 2019 and March 1, 2019 meeting minutes as written. Keith Orr seconded the motion and it passed unanimously.

MOTION: Keith Orr made a motion to approve the December 19, 2018 meeting minutes as written. Kelly Alkhoury seconded the motion and it passed unanimously.

III. Approval of financial reports

The financial reports were not approved, as there were some items that needed clarification including:

- Checks Outstanding from March 2018 – should be removed from report and cancelled.
- December activity detail of Walmart purchase needs detail
- Cash on hand is \$50. It was asked if there was a need to keep cash on hand.

Michelle stated the current account balance is \$8,319.83, higher than the same month in past years.

IV. Donation to Human Society

Kim's mom recently passed away. A donation to the Human Society was discussed.

MOTION: Keith Orr made a motion to donate \$100 to the Humane Society in memory of Kim's mom, Phyllis Prendergast. Mary seconded the motion and it passed unanimously.

2:08 Gergana joined the call.

V. Discussed audit response letter

Michelle stated that Anthony is drafting a response letter to the audit. There is one open item. Gergana is reaching out to Maria to resolve the item.

VI. Update on Bylaws

Michelle checked with Nationals and they have not updated their bylaws yet. We will keep this on the agenda to keep visibility but it requires no action at this time.

VII. Finalize sponsorship program

Anthony prepared a flyer to provide to potential sponsors. Input was sought and minor changes were made. Mary will contact Anthony to add language to update the first box to indicate the sponsor can stay. This will be made available for next program year.

2:15 Paola joined the meeting.

VIII. PDT Details

Brochure:

Kim will send the brochure out for review by the Board.

Sponsors:

- Grant Thornton offered to sponsor \$750.
- Henry+Horne earlier offered to sponsor \$500 and a nice dessert for lunch.
- Anthony will check with Heinfeld Meech to see if they would like to sponsor the ice cream social again this year.

Bios are needed for the speakers. Cindy and Anthony will coordinate bios for the panel.

We will need multiple people to assist with registration.

Speakers' dinner location the night before the PDT has not been finalized.

ACTION for all: Brainstorm ideas and email to the board.

Speaker Introduction:

John Lynskey - Grant Thornton

Kathleen Wood – Keith

Michael Stelpstra – Keith

Kurt Freund – Jerry

Mark Swenson – Jerry

Economic Development Panel – Cindy

Brian Hemmerle – Gergana

Menu:

In the past, we have ordered the “Eye Opener” for breakfast plus hard boiled eggs.

For lunch, we had a poll, and chicken and cheese enchiladas entree was selected.

Board member registration:

MOTION: Mary Adelman made a motion to allow 11 board members to attend the PDT at no cost. Marvin Mendieta seconded the motion and it passed unanimously.

(Three board members will be at the Lead! In Kansas City at the time).

IX. National PDT

- PDT Expense estimates:
 - Airfare is approximately \$400 from Phoenix to New Orleans.
 - Hotel scholarship is approximately \$140 per night including tax, for a total of \$700 for five days.
 - Early registration is \$875.00

Mary Adelman is required to go as our chapter's representative. Mary requested the chapter cover her airfare, and she will request her employer pay for registration.

Gergana and Kim are interested in attending. Kim gets a free registration for working at the PDT. Gergana will ask her employer to pay for registration of \$875.

Estimated expenses for chapter:

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| Hotel for one for 5 days | \$700 |
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| Airfare for 3 @ \$400 | \$1,200 |
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| Total estimated chapter expenses: | \$1,900 |
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| Total budget available: | \$1,700 |
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| Additional budget for Lead! @ \$100 each for 3 attendees (parking, luggage fee, mileage, etc.) | \$300 |
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| Total budget needed: | \$2,200, a \$500 increase. |
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MOTION: Kelly Alkhoury made a motion to increase the travel budget by \$500 (to cover \$200 for the PDT and \$300 for Lead!). Keith Orr seconded the motion and it passed unanimously.

X. Review Meeting Needs

Will discuss at next meeting.

XI. Committee assignments and updates

Will discuss at next meeting.

XII. AGA Renewals

MOTION: Mary Adelman moved that the chapter renew board member memberships and CGFM renewal fees when the employer does not reimburse. Kelly Alkhoury seconded the motion and it passed unanimously.

ACTION: If your employer does not reimburse for your membership, and you would like the chapter to pay for it, please get your renewal invoice to Gergana promptly for her to pay.

XIII. Submit for AGA Awards

We will look into applying for all of the awards.

XIV. ASU Beta Alpha Psi

Will discuss at next meeting.

XV. Allowing Virtual Attendance at live meetings

Will discuss at next meeting.

XVI. Adjourn

The meeting was adjourned at 3:07 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Kim Prendergast". The signature is written in a cursive, flowing style.

Kim Prendergast, CGFM