

AGA – Phoenix Chapter
Board Meeting Minutes
April 20, 2017
2:42 p.m. to 4:32 p.m.
ASU University Audit Conference Room
1130 E. University Dr. Suite 110, Tempe, AZ 85281

Attendees:

Mary Adelman, CGFM	Membership Committee Chair
Josh Consier	Past President
Michelle Huckabay, CGFM	Vice President/Newsletter Chair
Gergana Kovatcheva, CGFM	President
Keith Orr, CGFM	Education Committee Chair
Josh Neidigh	Treasurer
Kim Prendergast, CGFM	Secretary/Accountability Chair
John Schutter	Community Services Committee Chair

Not present:

Jerry Snyder, CGFM-Retired	Education Committee
Anthony St. George	Education Committee
Karie Tepper	Webmaster

I. President Gergana Kovatcheva called the meeting to order at 2:42 p.m.

II. Approval of minutes - Kim

MOTION: Mary Adelman moved to approve the minutes from 02/10/17 and the election minutes from 03/18/17. Michelle Huckabay seconded the motion, and it passed unanimously.

III. Approval of Treasurer's Reports – Josh N.

MOTION: Michelle Huckabay moved to accept the February and March 2017 Treasurer Reports. John Schutter seconded the motion, and it passed unanimously.

IV. Website update – Josh, Anthony

Josh Consier showed us the new web site version. Our email addresses will be firstname@agaphoenix.org. We will need to pay for the URL to forward the emails. Josh estimates the cost at \$60 per year. Our web site will be agaphoenix.org, and our central email address will be board@agaphoenix.org.

V. Use of LinkedIn and Facebook – Michelle

We will mention these sites when we show the web site to members at the May meeting.

VI. Board Members and Committees - Gergana

We reviewed the list of Board Members to be provided to Nationals.

Josh Neidigh offered to run the scholarship committee.

Kim Prendergast will continue as Accountability Chair.

Jerry Snyder will be added as a member of the Education Committee.

VII. CGFM course and materials - Michelle

Michelle stated 19 people originally showed interest in the CGFM course. We are now down to 10 people who are serious about the specific dates. We are considering the week of October 30-November 3 or November 13-17.

The fee for the class is estimated at \$1250 + \$60 Eventbrite fees for a total of \$1310, so we would charge \$1300 each.

ACTION: Kim to check if University Audit Conference Room would be available to use either week.

VIII. PDT Evaluation Review

We reviewed the summary of the Professional Development Training provided by Mary.

IX. Chapter finances discussion

It was recommended that we increase the fees from \$20/\$35 to \$20/\$40. No action was taken.

It was noted with the room rental that we will always have a loss at Skysong.

Comments were made that most board members/attendees didn't want to leave Skysong or change the caterer to save money.

ACTION: Kim and Mary to ask at the SLM how/if other chapters are being sponsored.

X. Checklist for Events

Michelle stated that there often is a scramble monthly to get things in place for the monthly meetings, and that a checklist may be helpful to coordinate:

- Caterer
- Link for audio
- PIN
- Link for materials/send to members
- Gift card for live speaker
- Register for webinars with Nationals
- Sign in sheets
- Certificates for live speakers

ACTION: Gergana to ask Louise Burnette at AGA Nationals to have Kia Lor send webinars to contacts@agaphoenix.org.

XI. Review of our points and identify any additional items that we want to implement

More planning is needed for next year to capture points.

XII. Committee Plans due to Nationals

Committee plans are due to Nationals by July 15, 2017.

XIII. Annual Financial Reports

Michelle asked who prepares the reports. Kim stated she prepares an annual report each July and submits it to Nationals and our regional vice president.

XIV. Education Committee Plan for new year

The Education Committee needs the following:

- List of Topics
- More people on Education Committee
- People with Ideas
- Topics and volunteers

Some suggestions were:

- International Accounting
- Marilyn Mays, Henry and Horne
- Lisa Lumbard
- Ryan Addison, LEAN
- Ruben, Arizona Management System

It was suggested the Education Committee meet in mid-May and present their recommendations/needs to the full board after that.

XV. Other Items

a) Audit Report

We need a letter showing that we researched and addressed the findings from the engagement. Josh Neidigh will draft a letter. We will discuss at our next meeting, and make a motion to accept it in the file.

MOTION: Mary Adelman moved to utilize Maria Tacheva to do the 2016-17 engagement for \$100 to be complete by September 30, 2017. John Schutter seconded the motion, and it passed unanimously.

b) Gifts for PDT Boston

MOTION: John Schutter moved that Mary Adelman buy a gift for the PDT not to exceed \$100 and provide a \$150 check from the chapter to Nationals. Michelle Huckabay seconded the motion, and it passed unanimously.

c) Community Services donation to PCH

John Schutter asked if he could donate \$100 to the Phoenix Children's Hospital as part of this Community Services Committee. It was discussed that as long as he had budget remaining and it met the intention of the committee that the donation was fine to make.

XVI. Adjournment

The meeting was adjourned at 4:32 p.m.

Respectfully submitted,

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

Kim Prendergast, CGFM