

**AGA – Phoenix Chapter
All Board Chapter Meeting
Thursday, June 28, 2018
3:30 p.m. - 5:00 p.m.**

**ADOA _ Conference room 303
100 N 15th Ave Phoenix, Arizona 85007**

Attendees:

Michelle Huckabay, CGFM	Vice President/Newsletter Chair/President elect
Gergana Kovatcheva, CGFM	President/ Treasurer elect (3:58)
Mary Adelman, CGFM	Membership Committee Chair
Keith Orr, CGFM	Education Committee Chair
Kim Prendergast, CGFM	Secretary/Accountability Chair (by phone)
Jerry Snyder, CGFM-Retired	Education Committee
Getzamani Aragon	Young Professional Committee
Kelly Alkhoury	Scholarship Committee Chair (4:34)

New board members present:

Paola Matson	Secretary Elect (3:37)
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New board members not present:

Cindy Smith	Vice President Elect
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Not present:

John Schutter	Community Services Committee Chair
Anthony St. George	Treasurer/Education Committee

I. Vice President/ President elect Michelle Huckabay, called the meeting to order at 3:35 p.m. to establish quorum.

II. Jerry Snyder moved to approve the 4/6/18 and 6/15/18 Meeting minutes. Keith Orr seconded the motion and it passed unanimously.

III. Approval of Treasurer's Reports for March, April and May 2018

MOTION: Mary Adelman moved to approve the March 2018, April 2018 and May 2018 treasurer reports. Jerry Snyder seconded the motion and it passed unanimously.

IV. Discussed status of 990 Filing, Corporation Commission. Last filed for the 990 was in November and the last filed for the Corporation Commission was in October. Anthony will file both after June 30

The IRS 990 form is due 3 months after fiscal year. Conflict over fiscal year end with Nationals, as their fiscal year end is March 31. The board will be notified by the treasurer, when IRS form 990 has been filed.

V. Discussed plans for FY18 Audit

ACTION: The board will ask Gergana to arrange audit with Maria, if she agrees. Year end is June 30th. We will request the audit be complete within 90 days of year end. If the audit is done within 90 days of our fiscal year end (June 30, 2018), we will pay \$150. If it is completed after 90 days of our fiscal year end we will pay \$100 for the audit.

VI. Review points earned in FY18 Goal – 19,501 FY18 Achieved 23,200. Suggest set FY19 Goal at 19,501

FY17 – Platinum and that is the highest award available

FY18 – Platinum

VII. Review travel for PDT

Cindy Smith expressed interest to go and Kim Prendergast is going. Kim mention that the PDT registration by this Friday is \$875 after this day will be more.

Motion: Mary Adelman moved to approve the PDT registration for Cindy for \$875 and airfare for Kim and Cindy, estimated travel expenses are \$1,725. Michelle Huckabay seconded the motion and it passed unanimously.

VIII. Confirm committee listing discussed at last meeting

Committees include:

Education – (Keith, Jerry, John and Anthony)

Programs – (Michelle & Getzy)

CGFM – (Gergana)

Sponsorship – (Anthony)

Communications – (Michelle & Anthony)

Membership – (Mary)

Community Service – (John)

Scholarship – (Kelly)

Accountability – (Kim)

Young Professional/Early Career – (Getzy & other contact of Anthony?)

Bylaws – President to act as chair and select committee (note from last year?)

Nominating – (Mary & John (note from last year?))

ACTION: Michelle asked to come back and discuss more about the bylaws topic

IX. Education & Program Committees

Present plan and recommended budget

Schedule meeting in August and talk with the group to determine best dates.

ACTION: Kim to follow up with John to get contact for Skysong

The budget recommendation for PDT \$6,000 and for education \$15,000

X. CGFM Committee

Present plan and recommended budget for \$1,550

Michelle recommended purchasing two new sets of study guide books, because the books we have are not updated. Each set of book is \$270 dollars. Michelle also suggested creating a study group.

XI. Sponsorship Committee

Discussed at 6/15/18 meeting briefly. We would like to schedule a meeting to develop a program. Looking for someone interested in participating?

Michelle recommended to schedule another meeting in September for Sponsorship.

XII. Communications Committee – present plan and recommended budget. The domain is \$12 dollars that needs to be renewed on 8/7/18. This needs to be renewed by someone by card. Michelle recommended not having a budget for communications.

XIII. Membership Committee

Mary presented plan and recommended budget for \$1,000

Michelle mentioned having a social committee activity doing an event to invite people and have a charitable contribution, for example a bowling event.

XIV. Community Service Committee

Recommended budget the same as last year for \$750

XV. Scholarship Committee

Kelly presented a plan and recommended budget for 1,500

XVI. Accountability Committee

No budget needed

XVII. Young Professional Committee

Michelle presented a plan and recommended budget for \$100

XVIII. Discussion of current financial standing (cash balance, cash projection for next year) before vote on budget.

XIX. Vote on recommended budget. In the past Anthony suggested 1-2 sentences about what should go into each budget line to clarify the amounts on each budget line.

Education & Programs - \$15,000 (FY18 \$16,000)

PDT - \$6,000 (FY18 \$5,250)

CGFM - \$1,550 (FY18 \$1,350)

Communications – \$0 (FY18 \$150)

Membership – \$1,000 (FY18 \$1,000) - covers costs related to special membership items and renewals for board members

Community Service - \$750 (FY18 \$750)

Scholarship - \$1,500 (FY18 \$1,500)

Young Professional/Early Career – \$100 (FY18 \$100)

Executive Board - \$500 (FY18 \$1,000) – food/board meeting expenses

Travel - \$3,500 (FY18 \$3,500)

Audit - \$150 (FY18 \$100) sliding scale to get by September 30th. We wrap up in 30 days and then give Maria 60 days.

Miscellaneous - \$200 (FY18 \$100)

Total - \$30,250

MOTION: Mary Adelman moved to approve the 2018-19 budget of \$30,250. Gergana Kovatcheva seconded the motion and it passed unanimously.

XX. Other items

Kim asked Michelle, about the education meeting plans Michelle sent out and if she would like her to talk with Skysong to reserve the rooms. Michelle stated yes.

Michelle has the contact for the FBI speaker and she will reach out to this gentleman. For the education program will be a meeting schedule in the beginning of August.

XXI. Adjournment

The meeting was adjourned at 4:57 p.m.

Respectfully submitted,

Paola Matson