

**AGA – Phoenix Chapter  
Chapter Meeting  
Wednesday, March 25, 2020  
10:01 a.m. – 10:52 a.m.  
By Telephone**

**Attendees:**

Kelly Alkhoury	Scholarship Committee Chair
Michael Baumert	Board Member
Jordan Dale, CGFM	Webmaster
Michelle Huckabay, CGFM	President
Marvin Mendieta	Young Professionals Committee Chair
Keith Orr, CGFM	Education Committee Chair (10:07)
Kim Prendergast, CGFM	Accountability Chair
Jerry Snyder, CGFM-Retired	Education Committee Member

**Not present:**

Mary Adelman, CGFM	Membership Committee Chair
Getzamani Aragon	Program & Young Professional Committee
Cindy Ensign	Community Services Committee Chair
Robert Harwood	Education Committee Member
Joshua Jumper	Board Member
Gergana Kovatcheva, CGFM	Treasurer
Daniela Kunova	Board Member
Paola Matson	Secretary
Cindy Smith, CGFM	Vice President
Matthew Turgeon	Board Member

**I. President Michelle Huckabay called the meeting to order at 10:01 a.m.**

**II. Professional Development Training (PDT) 04/24/2020**

The Board discussed whether to hold the PDT virtually or reschedule, based on the CDC's recommendations regarding the COVID-19 Virus.

- a. Cost – The Board discussed if we should we revise the cost, since no breakfast or lunch will be served. It was discussed that a gift card to Grub Hub or other provider might cause issues since most employers are government agencies that paid for the event. It was agreed to keep the cost the same since this is our major fund raiser for the year.
- b. The Zoom Webinar can be used to present to up to 500 participants. Jordan Dale and Michelle Huckabay will test the webinar system.
- c. The timing for the PDT was adjusted, providing 10-15 minute breaks after each session, keeping a lunch break, and eliminating the ice cream social time slot.

- d. Considerations for Sponsors - It was suggested that the sponsors be shown on screen during breaks for recognition.
- e. We will reach out to the speakers to coordinate pre-recording of sessions. It would be nice to have the speakers available to answer questions live during the event. We will reconfirm with speakers and determine best time for recording with them.
- f. We need descriptions for Owen and TaMiya's presentations. Michelle Huckabay will contact Owen, and Keith Orr will contact TaMiya.
- g. Brochure, Eventbrite and Website need to be updated. Michelle Huckabay will update Eventbrite, Jordan Dale will update the Website, and Kim Prendergast will update the Brochure.
- h. The deadline for presentation materials should naturally fall into place once the dates are set for recording. We need to add the letter codes to the presentations for viewing to obtain CPE credit.
- i. Introductions for speakers (live or part of recording) will be included using board members to provide introductions. **Email Michelle Huckabay if you are interested in introducing a speaker.**
- j. Kelly Alkhoury and Marvin Mendieta volunteered to prepare CPE certificates for the PDT.
- k. Photography – We will plan on showing the presenters' pictures on screen.
- l. Gift cards for speakers and card via mail will be offered to speakers to accept as allowed by their agencies.
- m. Survey Monkey will be used for an evaluation at the end. We can ask attendees to include the CPE letters and submit evaluation to get credit.

**MOTION:** Jerry Snyder made a motion to hold the PDT virtually on April 24, 2020; Keith Orr seconded the motion and the motion passed unanimously.

### **III. Approval of minutes for 03/04/2020**

**MOTION:** Keith Orr made a motion to approve the March 4, 2020, minutes; Marvin Mendieta seconded the motion and the motion passed unanimously. The following members abstained as they were not present at the March 4, 2020, meeting: Michelle Huckabay and Michael Baumert.

### **IV. Update on LEAD! And National PDT**

Attendees at the LEAD! include the NCC Representative (Kelly Alkhoury), Incoming President (Jordan Dale), and Incoming Secretary (Joshua Jumper).

The LEAD! has been rescheduled to the days prior to the National PDT in Dallas, TX in July 2020.

The National PDT is still scheduled for July 2020 in Dallas, TX, July 19-22, 2020.

## **V. Next year's Tax Update meeting and PDT**

Skysong confirmed that Friday, February 26, 2021, is available for the Tax Update. We reserved the date.

The Conference Center at Rio has April 30, 2021, available for the PDT. The first two Fridays in May are blocked off for graduation events and are not available. We will reserve April 30, 2021 for the PDT.

## **VI. Adjourn**

The meeting was adjourned at 10:52 a.m.

Respectfully submitted,

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

Kim Prendergast