

**AGA – Phoenix Chapter
All Board Chapter Meeting
Wednesday, August 14, 2019
3:34 p.m. - 4:44 p.m.**

**DOC_ Gergana's office 3rd floor
1645 W Jefferson St.
Phoenix, Arizona 85007**

Attendees:

Michelle Huckabay, CGFM	President
Gergana Kovatcheva, CGFM	Treasurer
Mary Adelman, CGFM	Membership Committee Chair
Keith Orr, CGFM	Education Committee Chair
Paola Matson	Secretary
Jerry Snyder, CGFM-Retired	Education Committee
Kelly Alkhoury	Scholarship Committee Chair (by phone)
Jordan Dale, CGFM	Committee Chair
Robert Harwood	Committee Chair (by phone 3:45)
Marvin Mendieta	Young Professionals Committee Chair (by phone)
Daniella Kunova	Board Member
Getzamany Aragon	Board Member (by phone 3:47)
Cindy Ensign	Charity Committee Chair (by phone)

Not present:

Kim Prendergast, CGFM	Accountability Chair
Cindy Smith	Vice President
Anthony St. George	Education Committee Chair

I. President Michelle Huckabay, called the meeting to order at 3:34 p.m.

II. Approval of minutes

MOTION: Jordan made a motion to approve the May 29, 2019 meeting minutes as written. Jerry Snyder seconded the motion and it passed unanimously.

III. Approval of Treasurer's Reports.

Michelle asked the board to wait for the approval of the Treasurer's Reports for May and June 2019, due to that the reports were not reviewed by the board and have not posted into the website yet. Michelle recommended making a motion by email to approve these reports. Therefore, these can be approved by the auditor soon.

IV. Approve Budget for 2020.

Education & Programs - \$14,000 (FY19 \$15,000)

PDT - \$5,050 (FY19 \$6,000)

CGFM - \$1,550 (FY19 \$1,550)

Communications – \$0 (FY19 \$0)

Membership – \$750 (FY19 \$1,000) - covers costs related to membership items and renewals for board members

Community Service - \$500 (FY19 \$750)

Scholarship - \$1,000 (FY19 \$1,500)

Young Professional/Early Career – \$750 (FY19 \$100)

Bylaws/Board - \$100 (FY19 \$500)

Travel - \$1,000 (FY19 \$3,500)

Audit - \$150 (FY19 \$150)

Miscellaneous - \$200 (FY19 \$200)

Total - \$25,050

Michelle mentioned that we can increase the budget for FY20 if we get more revenue during the fiscal year. For any update that occurs in the budget during the fiscal year, we will need to address the changes.

MOTION: Keith Orr made a motion to move to approve the 2020 budget of \$25,050. Jerry Snyder seconded the motion and it passed unanimously.

V. Approve Audit

Waiting for the treasurer's reports for May and June 2019 to be approved as soon these report are approved we will send them to be audited.

VI. Education Plan and Finalize Additional Details

Michelle mentioned that caterer and facilities confirmed. We will need to pay for the Audio Conferences, update website Eventbrite and send out Mail Chimp with dates.

For the first Audio Conference on 09/11/19, the topic is on Lean Six Sigma for Government Presented by Teri O'Brien and Otto Sticca of the AZ Department of Administration.

The second is a Live Conference on 10/23/19, the topic is on How Automation Can Take the Robot out of the Human, presented by Grant Thornton.

The third is a Live Conference on 11/20/19, the topic is on Trends in Budgeting and Forecasting, presented by Director Cindy Goelz and Manager Mayra Hourigan of the Maricopa County.

Audio Conference on 12/11/19, the topic is on Internal Control.

Audio Conference on 12/11/19, the topic is on Uniform Guidance.

The professional Ethic for CPA on 01/17/20, Michelle said that she is contacting the speaker for this event.

Live Conference on 01/22/20, the topic is on TBD, presented by Lealan Miller. The location of this event is going to be in downtown. Michelle stated that Cindy and she are working to get the location confirmed.

Audio Conference on 02/05/20, the topic is on GASB Update.

Live Conference on 02/28/20, the topic is on Tax & Retirement Updates. – ASRS Nationwide Deferred Comp, one of the speakers for this event is Paul Matson. The Retirement is confirmed, but we are still waiting for the Tax's speaker to confirm.

Gergana suggested moving the Tax meeting for a different day because is too late for the tax season that has been begun already in that time when the meeting has been planned.

Audio Conference on 03/04/20, the topic is on Improper Payments.

Audio Conference on 03/26/20, the topic is on Cybersecurity.

Audio Conference on 04/08/20, the topic is on Ethics.

The Professional Development Training (PDT) special event, on 04/24/20

Audio Conference on 05/13/20, the topic is on Fraud Data Analytics.

Live Conference on 05/27/20, the topic is on Excel, presented by Gregory Cleveland.

ACTION:

Jerry Snyder will follow up with the Tax speaker.

Michelle will confirm with Grant Thornton to speak on 09/11/19 or 10/23/20 meeting.

Jordan Dale will reach out with Director Cindy Goelz and Mayra Hourigan for the 11/20/19 meeting.

Keith will reach out with Lealan Miller for the 01/22/20 meeting.

VII. Events for Students

Michelle mentioned that we need to set the actual date that we can invite students to attend on 3 specific meetings, with no cost, but they have to be a student and member of the AGA. The board will assume the cost of the food. Michelle suggested addressing this item next meeting.

VIII. Discuss Survey and Raffle for those Completing

Michelle mentioned that she will send an email for the approving of the treasurer reports for May and June 2019, so in that email she will ask the board members feedback for the survey as well.

ACTION:

Michelle asked Jerry Snyder to reach out Gregory Cleveland from ASU, as soon he can.

Michelle and Jordan are working to post the survey, and she also mentioned that we can give incentive for those that participate in the survey. Michelle and Jordan are working and getting all the dates of the events in the website, they will get an email out through the email champion, so people will know where to find them.

IX. Meet the Firms Night

For this event we will need to reserve a table, Michelle will order a banner. The location will be at ASU cost of the table \$ 350, and we will need 2 to 3 people for this event.

X. Other items

No other agenda items.

XI. Adjourn

The meeting was adjourned at 4:44 p.m.

Respectfully submitted,

Paola Matson

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I. Approval of Treasurer's Reports.

Motion of the approval of the Treasurer's Reports for May and June 2019 made by email on August 15, 2019

MOTION: Jordan Dale made a motion to approve the May and June 2019 financial reports and seconded the motion by Jerry Snyder, and it passed unanimously.

Voting yes:

Cindy Ensign

Robert Harwood

Marvin Mendieta

Daniela Kunova

Paola Matson

Keith Orr

Kelly Alkhoury

Michelle Huckabay

Mary Adelman

Cindy Smith

Gergana Kovatcheva

Respectfully submitted,

Paola Matson